



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

For the Meeting of Wednesday
November 5, 2014

7:00 P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday November 5, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report
2. CHP Report
3. East Contra Costa Fire Protection District Report
4. Supervisor Mary Piepho, District III Report

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report**

***These meetings are held Quarterly*

E. PRESENTATIONS

1. Derek McGinnis – Discovery Bay Veteran
2. PG&E Presentation on Gas Pipeline Replacement in Discovery Bay

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting dated October 15, 2014
2. Approve Register of District Invoices
3. Adoption of Ordinance No. 26 - Establish Parking Restrictions at Cornell and Ravenswood Parks and the Discovery Bay Community Center
4. District Financial Statement Report for the Period July 1, 2014 to September 30, 2014
5. Lift Station "G" Rehabilitation Control Panel Purchase
6. Adoption of Resolution 2014-25 Establishing an Administrative Fee Schedule for Water Related Services

G. BUSINESS AND ACTION ITEMS

1. Award of Contract to Koff and Associates to conduct a Classification and Compensation Study
2. Consideration and Possible Action on Maintenance Operations for Zones 9, 35, 57 and 61, Including the Hiring of In-House Staff

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Final FY 2013-2014 Annual Budget and Fiscal Year 2014-15 and Fiscal Year 2015-16 Operating, Capital and Revenue Budgets
2. Community Center Expense Report

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

J. MANAGER'S REPORT – Discussion and Possible Action

1. Quarterly Update Sub-Committee Parks and Landscaping
2. Quarterly Update Sub-Committee Community Center and Recreation

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

L. DISTRICT LEGAL COUNSEL REPORT

M. COMMITTEE UPDATES – Discussion and Possible Action

N. CORRESPONDENCE – Discussion and Possible Action

1. R – State Route 4 Bypass meeting minutes dated July 17, 2014
2. R - East Contra Costa County Fire Protection District meeting minutes September 8, 2014
3. R – Byron Municipal Advisory Council meeting minutes dated September 18, 2014

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

1. Adjourn to the next regular meeting dated November 19, 2014 starting at 7:00 p.m. on 1800 Willow Lake Rd – Located behind the Delta Community Presbyterian Church.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item C



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item D



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item E-1



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item E-2



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday October 15, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by Vice-President Steele

Pledge of Allegiance – Led by General Manager Howard

Roll Call – All present with the exception of President Simon

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report

Crime Prevention Specialist Fontenot – Provided the law enforcement report for the month of September. There was discussion between the Crime Prevention Specialist, the General Manager, and the Board.

2. East Contra Costa Fire Protection District Report

Chief Henderson – Provided the East Contra Costa Fire Protection District details for the month of September. There was discussion between Chief Henderson, the General Manager, the Water and Wastewater Manager, and the Board.

3. CHP Report

Officer Thomas – Provided an update of the services to the Town of Discovery Bay. There was discussion between Officer Thomas and the Board.

4. Supervisor Mary Piepho, District III Report

Lea Castleberry, Deputy Chief of Staff – Introduced the new liaison for Discovery Bay - Alicia Nuchols.

D. PRESENTATIONS

1. Discovery Bay Area of Benefit Presentation – Contra Costa County (Transportation Funding)

General Manager Howard – Introduced the representatives for the Discovery Bay Area of Benefit Presentation

Representatives – Provided detailed information regarding the update of the Discovery Bay Area of Benefit and the projects that are within the Area of Benefit (AOB). The Board provided their feedback and tentatively setup a presentation in approximately two months.

E. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Wiesen – Provided her report and the details of the P-6 meeting dated October 8, 2014.

Director Wiesen – Provided a verbal report of the CSDA Conference in Palm Springs

Vice-President Steele – Commented on the success of the Rocktoberfest

Director Wiesen – Provided handouts for the Dog Park

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting dated September 17, 2014
2. Approve Register of District Invoices
3. Capacity Fee Charge Report for Fiscal Year 2013-2014
4. Approve and Record the Notice of Completion for the Influent Pump Station and Pump Station W Improvements Project and Authorize Release of the Retention
5. Geotechnical Consulting Services for the CCR Title 22 Filtration Project at Wastewater Treatment Plant No. 2

Motion by: Director Graves to approve the Consent Calendar

Second by: Director Pease

Vote: Motion Carried – AYES: Vice-President Steele, Director Graves, Director Pease, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

G. BUSINESS AND ACTION ITEMS

1. **Award of Contract to Burkett's Pool Plastering, Inc., for the Discovery Bay Community Center Swimming Pool Replaster Project**

General Manager Howard – Provided the details of item G-1.

Parks and Recreation Manager Perez – Provided additional information regarding G-1. There was discussion between the General Manager, the Parks and Recreation Manager, and the Board.

Motion by: Director Graves to award contract to Burkett's Pool Plastering, Inc. in an amount not to exceed \$53,075.00 for the Discovery Bay Community Center swimming pool replaster project; (2) authorize the General Manager to execute all contract documents; and (3) in the event that the Burkett's Pool Plastering Inc. fails to meet contractual obligations that the General Manager is authorized to execute contract documents with the second lowest responsible bidder

Second by: Director Wiesen

Vote: Motion Carried – AYES: Vice-President Steele, Director Graves, Director Pease, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

2. **Ordinance No. 26 - Establish Parking Restrictions at Cornell and Ravenswood Parks and the Discovery Bay Community Center**

General Manager Howard – Provided the details of item G-2.

Motion by: Director Pease to move staff recommendation to waive reading of Ordinance No. 26 Establishing Parking Restrictions at the Cornell and Ravenswood Parks and the Discovery Bay Community Center

Second by: Director Wiesen

There was one Public Comment Speaker

Vote: Motion Carried – AYES: Vice-President Steele, Director Graves, Director Pease, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

H. INFORMATIONAL ITEMS ONLY

1. **Final FY 2013-2014 Annual Budget and Fiscal Year 2014-15 and Fiscal Year 2015-16 Operating, Capital and Revenue Budgets**

2. **Community Center Expense Report – 1st Quarter FY 2014-15**

General Manager Howard – Provided details of items H-1 and H-2. There was discussion between the General Manager and the Board.

3. **General Manager Howard** – Provided a brief report on the Final FY 2013-2014 Annual Budget and Fiscal Year 2014-15 and Fiscal Year 2015-16 Operating, Capital and Revenue Budgets. Items H-1 and H-2 will be provided at the November 5, 2014 Board meeting.

I. VEOLIA REPORT

1. Veolia Report – Month of September 2014

Project Manager Berney Sadler – Provided the details of the September 2014 Monthly Operations Report. There was discussion between the Project Manager, the General Manager, the Water and Wastewater Manager, and the Board.

J. MANAGER'S REPORTS – Discussion and Possible Action

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

1. Urgent Item Added – Discovery Bay Community Center Tennis Court Light Poles

Legal Counsel Attebery – Stated the Brown Act requirements to add an urgent item to the Agenda

Motion by: Director Graves to take action to add item under Government Code Section 54954.2 (b)(2) for the Tennis Court Light Poles

Second by: Director Wiesen

Vote: Motion Carried – AYES: Vice-President Steele, Director Graves, Director Pease, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

General Manager Howard – Provided the details of item K-1. There was discussion between the General Manager and the Board.

Motion by: Director Graves to take the Tennis Court Light poles down and at the same time make the preparations for putting the poles back up with what our Budget will allow

Second by: Director Wiesen

There was further discussion regarding item K-1.

Vote: Motion Carried – AYES: Vice-President Steele, Director Graves, Director Pease, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

General Manager Howard – For information – The Lions Club added roughly \$600.00 in lighting for the Rocktoberfest.

2. Discussion of the Town of Discovery Bay Website

General Manager Howard – Provided details regarding item K-2. There was discussion between the General Manager and the Board. The tentative meeting date has been scheduled for October 29, 2014 beginning at 6:30 p.m.

General Manager Howard – Provided details of the email notifying the Board of the shutdown of the Water Wells. Also, PG&E update regarding the replacement of the aging gas lines. There was discussion between the General Manager and the Board.

L. DISTRICT LEGAL COUNSEL REPORT

M. COMMITTEE UPDATES – Discussion and Possible Action

N. CORRESPONDENCE – Discussion and Possible Action

1. R – Discovery Bay P-6 Zone minutes dated May 14, 2014
2. R – Contra Costa County Aviation Advisory Committee meeting minutes dated July 10, 2014
3. R – State Route 4 Bypass Authority meeting minutes dated July 17, 2014
4. R – Contra Costa Special District Association quarterly meeting minutes dated July 21, 2014
5. R – Contra Costa County Aviation Advisory Committee meeting minutes dated August 14, 2014
6. R – East Contra Costa County Fire Protection District meeting minutes dated September 8, 2014
7. R – East Contra Costa County Fire Protection District meeting minutes dated September 22, 2014
8. R – County Supervisor Piepho regarding P-6 Citizen Advisory Committee reappoint dated September 23, 2014

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

1. Lion's Club Float Donation
2. Skate Park
3. Raising Fund for the Dog Park
4. Community Center Committee Workshop

Q. ADJOURNMENT

The meeting adjourned at 8:40 p.m. to the next Regular meeting dated November 5, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road-Located.

//cmc – 10-22-14

<http://www.todb.ca.gov/content/agenda-and-minutes/>



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 05, 2014

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 853,738.65

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2014/2015

AGENDA ITEM: F-2

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On November 05, 2014
Town of Discovery Bay CSD
For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Commercial Tree Care	19873	Tree Installation POT and Preston (Z61)	10/14/14	\$4,950.00
Commercial Tree Care	19888	Landscape Reimb (Z61)	10/15/14	\$1,320.00
Commercial Tree Care	19931	Landscape Reimb (Z57)	10/21/14	\$1,870.00
Hydropoint Data Systems, Inc.	HR110774/1028990	Landscape Reimb (Z57)	10/15/14	\$225.00
Norman's Nursery	510690	Plants (Z61)	10/08/14	\$1,500.89
Odyssey Landscape Co, Inc.	36039892.1	Landscape Reimb (Z57)	09/30/14	\$2,250.00
Odyssey Landscape Co, Inc.	36039892.3	Landscape Reimb (Z57)	09/30/14	\$600.00
Odyssey Landscape Co, Inc.	36039892.4	Landscape Reimb (Z61)	09/30/14	\$625.00
Odyssey Landscape Co, Inc.	36039892.5	Landscape Reimb (Z35)	09/30/14	\$1,750.00
Odyssey Landscape Co, Inc.	36039912	Monthly Maintenance (Z35,Z57,Z61)	10/20/14	\$7,589.79
Village Nurseries Wholesale, LLC	213548	Plants (Z61)	10/10/14	\$2,558.43
Watersavers Irrigation Inc.	1513083-00	Landscape Reimb (Z61)	10/10/14	\$21.28
Watersavers Irrigation Inc.	1514139-00	Landscape Reimb (Z61)	10/14/14	\$37.46
Watersavers Irrigation Inc.	1514185-00	Landscape Reimb (Z61)	10/14/14	\$4.49
			Administration	
			Sub-Total	\$25,302.34
Water				
Aflac	268251	Supplemental Insurance Oct 2014	10/22/14	\$195.02
Alhambra	13710019 100314	Bottled Water Service Sept 2014	10/03/14	\$21.60
American Retrofit Systems	1037	Lighting Repair Willow Lake	10/20/14	\$84.00
Backflow Apparatus & Valve Co.	688029	Backflow Test Equipment	10/22/14	\$200.58
Bay Area News Group	2005834/093014	Classified-Water Conservation	09/30/14	\$621.24
Big Dog Computer	BDC33054	WAP Install	10/10/14	\$140.02
Big Dog Computer	BDC33058	Service Call VOIP	10/15/14	\$35.00
Big Dog Computer	BDC33061	Service Call	10/24/14	\$76.00
Big Dog Computer	BDC33062	Power Supply to Polycom	10/24/14	\$64.84
Big Dog Computer	BDC33064	Desktop and Laptop Repair	10/25/14	\$97.72
Big Dog Computer	BDC33067	Computer Setup	10/25/14	\$101.71
Bill Pease	OCT 2014	Expense Report Oct 2014	10/29/14	\$92.00
Carol McCool	2	Training & Education	10/21/14	\$60.00
Caselle, Inc.	60597	Support and Maintenance Nov 2014	10/01/14	\$444.00
Chris Steele	OCT 2014	Expense Report Oct 2014	10/29/14	\$46.00
Cintas	185485744	Uniform Service	10/08/14	\$16.53
Cintas	185486574	Uniform Service	10/15/14	\$14.93
Cintas	185487394	Uniform Service.	10/22/14	\$14.93
County of Contra Costa Public Works Dept	918079	Encroachment Permit	10/02/14	\$422.15
Denalect Alarm Company	R11168	Quarterly Alarm Charge	10/01/14	\$44.40
Dina Breistein	OCT 2014	Expense Report Oct 2014	10/22/14	\$35.71
Discovery Bay Designs	1053	Embroider Apparel Order	10/21/14	\$159.74
Discovery Pest Control	132044	Pest Control	10/15/14	\$27.20
Du-All Safety	16385	Safety Support and Training for 2014-2015	09/30/14	\$1,160.00
EnerPower	65894	Electric Charges 08/12/14-09/10/14	10/01/14	\$354.00
EnerPower	65895	Electric Charges 07/16/14-08/14/14	10/01/14	\$1,322.00
EnerPower	65896	Electric Charges 07/15/14-08/13/14	10/01/14	\$666.00
Eric and Amber Triebull	5626 ARCADIA	Closed Account, Refund	10/02/14	\$18.90
Freedom Mailing Service, Inc	25427	Water Billing Oct 2014	10/06/14	\$1,058.99
J.W. Backhoe & Construction, Inc.	2211	Raised Valve Cans Clipper Dr	10/15/14	\$7,200.00
J.W. Backhoe & Construction, Inc.	2214	Meter Box Location Troon Ct	10/16/14	\$984.90
J.W. Backhoe & Construction, Inc.	2217	Water Leak Lido Circle	10/16/14	\$1,992.21
J.W. Backhoe & Construction, Inc.	2219	Change Meter Stop Winward Ct	10/23/14	\$646.25
J.W. Backhoe & Construction, Inc.	2220	Fix Meter Stop Sunset Pt	10/23/14	\$574.20
J.W. Backhoe & Construction, Inc.	2221	Water Leak Schooner Loop	10/23/14	\$2,214.63
J.W. Backhoe & Construction, Inc.	2222	Install Meter Stop Firwood Ct	10/23/14	\$1,045.25
Jeffrey Scott Snyder	2148 BRIDGEPORT LOOP	Closed Account, Refund Overpayment	10/10/14	\$39.76
Kaiser Foundation Health Plan	1976840	Health Insurance Oct 2014	10/06/14	\$415.89
Kevin Graves	OCT 2014	Expense Report Oct 2014	10/29/14	\$572.86
Lesley Marable	OCT 2014	Expense Report Oct 2014	10/22/14	\$35.05
Luhdorff & Scalmanini	30127	General Engineering Services Sept 2014	09/28/14	\$2,546.60
Luhdorff & Scalmanini	30130	Urban Water Management Plan	09/28/14	\$381.25
Marianne Wiesen	OCT 2014	Expense Report Oct 2014	10/29/14	\$184.00
Mashelle Bullington	6286 CRYSTAL SPRING	Closed Account, Refund Overpayment	10/23/14	\$2.88
Neumiller & Beardslee	265316	General Services Sept 2014	10/15/14	\$1,222.00

Office Depot	730845821001	Office Supplies	09/22/14	\$42.07
Office Depot	731769956001	Office Supplies	09/24/14	\$94.43
Office Depot	731770023001	Office Supplies	09/24/14	\$7.91
Office Depot	734359112001	Office Supplies	10/09/14	\$21.93
Pacific Gas & Electric	2943721807-5/101014	Electric & Gas Bill 09/11/14-10/09/14	10/10/14	\$41,201.59
R & B Company	S1444441.001	Concrete Lid	10/21/14	\$40.72
ReliaStar Life Insurance Company	#JR52 457(B) 103114	457(b) 10/16/14-10/31/14	10/31/14	\$475.77
Ricoh USA, Inc	5032976059	Photocopier	10/20/14	\$133.24
SDRMA	15792	Ancillary Benefits Nov 2014	10/24/14	\$509.13
SDRMA	49006	Property Insurance Skip Loader	10/03/14	\$185.77
Shred-It USA-Concord	9404334224	Shredding Service Oct 2014	10/16/14	\$23.86
Some Gave All	OCT 2014	Expense Report Oct 2014	10/29/14	\$276.00
Stephen Nozet	1	Property Tax Reimbursement	10/22/14	\$1,115.56
U.S. Bank	2014	Debt Service Payment	10/29/14	\$59,738.93
Univar	SJ645532	Chemicals Delivered 09/29/14	09/29/14	\$265.78
Univar	SJ645534	Chemicals Delivered 09/29/14	09/29/14	\$84.57
Univar	SJ645739	Chemicals Delivered 09/23/14	09/23/14	\$181.22
Univar	SJ645740	Chemicals Delivered 09/23/14	09/23/14	\$104.70
Univar	SJ647667	Chemicals Delivered 10/09/14	10/09/14	\$161.08
Univar	SJ647668	Chemicals Delivered 10/09/14	10/09/14	\$253.70
Univar	SJ649618	Chemicals Delivered 10/20/14	10/20/14	\$289.94
Univar	SJ649622	Chemicals Delivered 10/20/14	10/20/14	\$185.24
Upper Case Printing, Ink.	8736	Envelopes and Water Bills	10/03/14	\$309.60
Veolia Water North America	41816	Monthly R&M Aug 2014	10/02/14	\$1,277.65
Veolia Water North America	42348	Reclaimed Water Project	10/17/14	\$80.15
Veolia Water North America	42349	Security Cameras	10/17/14	\$76.86
Veolia Water North America	42386	Monthly R&M Sept 2014	10/17/14	\$1,514.65
Veolia Water North America	42497	Pump/Motor Replacement	10/17/14	\$122.18
Verizon Wireless	9732794636	Cell Phone Bill Sept 2014	09/26/14	\$153.01
Watersavers Irrigation Inc.	1516233-00	General Repairs	10/21/14	\$71.17
West Coast Security, Inc.	09162014-3	Video Surveillance for Willow Lake Treatment Plant	09/16/14	\$8,844.19

Water Sub-Total \$145,495.54

Wastewater

Aflac	268251	Supplemental Insurance Oct 2014	10/22/14	\$292.54
Alhambra	13710019 100314	Bottled Water Service Sept 2014	10/03/14	\$32.40
American Retrofit Systems	1037	Lighting Repair Willow Lake	10/20/14	\$126.00
Big Dog Computer	BDC33054	WAP Install	10/10/14	\$210.02
Big Dog Computer	BDC33057	Security Camera	10/15/14	\$629.54
Big Dog Computer	BDC33058	Service Call VOIP	10/15/14	\$52.50
Big Dog Computer	BDC33061	Service Call	10/24/14	\$114.00
Big Dog Computer	BDC33062	Power Supply to Polycom	10/24/14	\$97.26
Big Dog Computer	BDC33064	Desktop and Laptop Repair	10/25/14	\$146.57
Big Dog Computer	BDC33067	Computer Setup	10/25/14	\$152.56
Bill Brandt Ford	2015 F SERIES	2015 Ford F-250 Work Truck	10/01/14	\$27,795.30
Bill Pease	OCT 2014	Expense Report Oct 2014	10/29/14	\$175.44
Carol McCool	2	Training & Education	10/21/14	\$90.00
Caselle, Inc.	60597	Support and Maintenance Nov 2014	10/01/14	\$666.00
Chris Steele	OCT 2014	Expense Report Oct 2014	10/29/14	\$69.00
Cintas	185485744	Uniform Service	10/08/14	\$24.79
Cintas	185486574	Uniform Service	10/15/14	\$22.39
Cintas	185487394	Uniform Service.	10/22/14	\$22.39
Comcast	8155400350232938/114	Internet WWTP#1	10/03/14	\$114.00
Comcast	8155400350232946/114	Internet WWTP#2	10/03/14	\$83.95
Contra Costa County Treasurer-Tax Collect	008340041600/14-15	Property Tax WWTP#2	09/24/14	\$2,150.98
Denalect Alarm Company	R11168	Quarterly Alarm Charge	10/01/14	\$66.60
Dina Breitstein	OCT 2014	Expense Report Oct 2014	10/22/14	\$53.56
Discovery Bay Designs	1053	Embroider Apparel Order	10/21/14	\$239.61
Discovery Pest Control	132044	Pest Control	10/15/14	\$40.80
Du-All Safety	16385	Safety Support and Training for 2014-2015	09/30/14	\$1,740.00
EnerPower	65893	Electric Charges 08/13/14-09/11/14	10/01/14	\$157.00
J.W. Backhoe & Construction, Inc.	2212	Pot Holed Spots at WWTP#2	10/15/14	\$1,020.60
Kaiser Foundation Health Plan	1976840	Health Insurance Oct 2014	10/06/14	\$623.84
Kevin Graves	Oct-14	Expense Report Oct 2014	10/29/14	\$859.28
Kleinfelder, Inc.	1030683	MW Assessment	10/07/14	\$6,282.08
Lesley Marable	OCT 2014	Expense Report Oct 2014	10/22/14	\$52.58
Marianne Wiesen	OCT 2014	Expense Report Oct 2014	10/29/14	\$276.00
Neopost (Postage Account)	7900044908384658/201	Postage	10/07/14	\$4.99
Neumiller & Beardslee	265316	General Services Sept 2014	10/15/14	\$1,833.00
Neumiller & Beardslee	265317	PIC SSO	10/15/14	\$1,376.00
Office Depot	730845821001	Office Supplies	09/22/14	\$63.10
Office Depot	731769956001	Office Supplies	09/24/14	\$141.64

Office Depot	734359112001	Office Supplies	10/09/14	\$32.90
Office Depot	734359217001	Office Supplies	10/09/14	\$17.18
Pacific Gas & Electric	1181942262-4/100914	Electric & Gas Bill 09/10/14-10/08/14	10/09/14	\$5,577.08
Pacific Gas & Electric	7312115758-7/101314	Electric & Gas Bill 09/12/14-10/14/14	10/13/14	\$28,748.03
ReliaStar Life Insurance Company	#JR52 457(B) 103114	457(b) 10/16/14-10/31/14	10/31/14	\$713.65
Ricoh USA, Inc	5032976059	Photocopier	10/20/14	\$199.87
SDRMA	15792	Ancillary Benefits Nov 2014	10/24/14	\$763.68
SDRMA	49006	Property Insurance Skip Loader	10/03/14	\$278.65
Shred-It USA-Concord	9404334224	Shredding Service Oct 2014	10/16/14	\$35.79
Some Gave All	OCT 2014	Expense Report Oct 2014	10/29/14	\$451.52
Stephen Nozet	1	Property Tax Reimbursement	10/22/14	\$1,673.34
U.S. Bank	2014	Debt Service Payment	10/29/14	\$501,717.11
Upper Case Printing, Ink.	8736	Envelopes and Water Bills	10/03/14	\$628.32
UPS	000012X417404	Late Fee	10/04/14	\$8.04
Van De Pol Enterprises, Inc.	0397394-IN	Diesel Fuel	10/20/14	\$1,263.93
Veolia Water North America	41816	Monthly R&M Aug 2014	10/02/14	\$1,350.24
Veolia Water North America	42349	Security Cameras	10/17/14	\$115.28
Veolia Water North America	42386	Monthly R&M Sept 2014	10/17/14	\$3,386.51
Veolia Water North America	42496	Fiber to Plant #1	10/17/14	\$410.59
Veolia Water North America	42497	Pump/Motor Replacement	10/17/14	\$183.28
Verizon Wireless	9732794636	Cell Phone Bill Sept 2014	09/26/14	\$229.51
West Coast Security, Inc.	09162014-3	Video Surveillance for WWTP#1 & WWTP#2	09/16/14	13,266.28

Wastewater Sub-Total \$608,949.09

Community Center

West Coast Security, Inc.	03252014-3A	Community Center-Video Surveillance System	03/25/14	1,260.77
---------------------------	-------------	--	----------	----------

Community Center Sub-Total \$1,260.77

Grand Total \$781,007.74

Request For Authorization To Pay Invoices (RFA)
For The Meeting On November 05, 2014
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019 100314	Community Center-Bottled Water Service Sept 2014	10/03/14	\$55.02
American Retrofit Systems	1035	Community Center-Disconnect Electrical	10/14/14	\$100.00
American Retrofit Systems	1036	Community Center-Power at Tennis Courts	10/20/14	\$200.00
Big Dog Computer	BDC33048	Install USB Temp Probe	08/02/14	\$97.62
Big Dog Computer	BDC33048	Community Center-Install USB Temp Probe	08/02/14	\$97.62
Big Dog Computer	BDC33054	WAP Install	10/10/14	\$116.68
Big Dog Computer	BDC33054	Community Center-WAP Install	10/10/14	\$116.68
Big Dog Computer	BDC33056	Laptop Setup	10/10/14	\$163.33
Big Dog Computer	BDC33056	Community Center-Laptop Setup	10/10/14	\$163.33
Big Dog Computer	BDC33057	Computer Equipment	10/15/14	\$83.33
Big Dog Computer	BDC33057	Community Center-Computer Equipment	10/15/14	\$83.33
Big Dog Computer	BDC33060	Malware Update	10/22/14	\$37.50
Big Dog Computer	BDC33060	Community Center-Malware Update	10/22/14	\$37.50
Big Dog Computer	BDC33063	Mounted Monitor and VPN Issue	10/25/14	\$56.76
Big Dog Computer	BDC33063	Community Center-Mounted Monitor and VPN Issue	10/25/14	\$56.76
Big Dog Computer	BDC33065	Service and Hard Drive	10/25/14	\$66.43
Big Dog Computer	BDC33065	Community Center-Service and Hard Drive	10/25/14	\$66.43
Brentwood Tire Company	32722	Tires for Trailer	10/02/14	\$163.13
California Park & Recreation Society	125144	Community Center-Annual Renewal	10/15/14	\$145.00
Cintas	185485744	Uniform Service	10/08/14	\$18.65
Cintas	185485744	Community Center-Mat Service	10/08/14	\$30.99
Cintas	185486574	Uniform Service	10/15/14	\$18.65
Cintas	185486574	Community Center-Mat Service	10/15/14	\$30.99
Cintas	185487394	Uniform Service	10/22/14	\$18.65
Cintas	185487394	Community Center-Mat Service	10/22/14	\$30.99
Commercial Tree Care	19892	Palm Trimming	10/16/14	\$3,300.00
County of Contra Costa Public Works Dept	918079	Encroachment Permit	10/02/14	\$234.91
Dan Meewis	OCT 2014	Community Center-Expense Report	10/27/14	\$52.91
Delta Debris Box Service	985460	40 Yd Bin	09/30/14	\$524.31
Discovery Pest Control	133312	Community Center-Pest Control	10/24/14	\$79.00
Karina Dugand	12	Community Center-Program Fees	10/14/14	\$219.20
Karina Dugand	13	Community Center-Program Fees	10/09/14	\$289.60
Lincoln Equipment, Inc.	SI251856	Community Center-Pool Chemicals	10/22/14	\$514.99
Nancy Roberts	4	Community Center-Program Fees	10/09/14	\$396.00
Neumiller & Beardslee	265316	General Services Sept 2014	10/15/14	\$348.00
Neumiller & Beardslee	265316	Community Center-General Services Sept 2014	10/15/14	\$90.00
Office Depot	733526338001	Community Center-Office Supplies	10/06/14	\$5.86
Office Depot	733526459001	Community Center-Office Supplies	10/06/14	\$145.72
Office Depot	733879039001	Community Center-Office Supplies	10/13/14	-\$52.03
Office Depot	733880487001	Community Center-Office Supplies	10/07/14	\$67.80
Office Depot	735003472001	Community Center-Office Supplies	10/16/14	-\$4.65
Office Depot	735003473001	Community Center-Office Supplies	10/17/14	\$4.65
Pacific Gas & Electric	0869258994-1/100914	Electric & Gas Bill 09/10/14-10/08/14	10/09/14	\$465.96
Pacific Gas & Electric	5702839598-6/101014	Community Center-Electric & Gas Bill 09/10/14-10/08/14	10/10/14	\$2,020.77
Pacific Gas & Electric	5939734421-5/101614	Electric & Gas Bill 09/18/14-10/16/14	10/16/14	\$6,679.60
Saviano Company Inc.	6659-02	Community Center-Tennis Court Renovations	10/29/14	\$24,867.00
SDRMA	49006	Community Center-Insurance Certificate	10/03/14	\$50.00
Shawna J. Scizak	4	Community Center-Program Fees	10/15/14	\$232.00
Shred-It USA-Concord	9404334223	Shredding Service Oct 2014	10/16/14	\$29.74
Shred-It USA-Concord	9404334223	Community Center-Shredding Service Oct 2014	10/16/14	\$29.73
Suzie Carroll	1	Community Center-Class Reimbursement	10/10/14	\$140.00
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 09/01/14-09/30/14	09/30/14	\$479.31
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 09/01/14-09/30/14	09/30/14	\$43.61
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 09/01/14-09/30/14	09/30/14	\$1,344.07
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 09/01/14-09/30/14	09/30/14	\$231.18
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 09/01/14-09/30/14	09/30/14	\$255.03
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 09/01/14-09/30/14	09/30/14	\$123.58
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 09/01/14-09/30/14	09/30/14	\$50.88
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 09/01/14-09/30/14	09/30/14	\$199.19
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 09/01/14-09/30/14	09/30/14	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 09/01/14-09/30/14	09/30/14	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 09/01/14-09/30/14	09/30/14	\$50.01
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 09/01/14-09/30/14	09/30/14	\$55.83
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 09/01/14-09/30/14	09/30/14	\$2.90

Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 09/01/14-09/30/14	09/30/14	\$60.19
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 09/01/14-09/30/14	09/30/14	\$192.50
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 09/01/14-09/30/14	09/30/14	\$11.62
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 09/01/14-09/30/14	09/30/14	\$165.75
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 09/01/14-09/30/14	09/30/14	\$5.81
Town of Discovery Bay, CSD	343	Payroll Reimbursement Sept 2014	09/11/14	\$17,641.03
Verizon Wireless	9732794636	Cell Phone Bill Sept 2014	09/26/14	\$93.17
Verizon Wireless	9732794636	Community Center-Cell Phone Bill Sept 2014	09/26/14	\$93.17
Watersavers Irrigation Inc.	1512538-00	Community Center-Herbicide	10/09/14	\$48.70
			Total	\$63,952.57

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On November 05, 2014
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Big Dog Computer	BDC33048	Install USB Temp Probe	08/02/14	\$97.63
Big Dog Computer	BDC33054	WAP Install	10/10/14	\$116.68
Big Dog Computer	BDC33056	Laptop Setup	10/10/14	\$163.34
Big Dog Computer	BDC33057	Computer Equipment	10/15/14	\$83.35
Big Dog Computer	BDC33060	Malware Update	10/22/14	\$37.50
Big Dog Computer	BDC33063	Mounted Monitor and VPN Issue	10/25/14	\$56.78
Big Dog Computer	BDC33065	Service and Hard Drive	10/25/14	\$66.43
Brentwood Tire Company	32722	Tires for Trailer	10/02/14	\$163.13
Cintas	185485744	Uniform Service	10/08/14	\$18.66
Cintas	185486574	Uniform Service	10/15/14	\$18.66
Cintas	185487394	Uniform Service	10/22/14	\$18.66
Commercial Tree Care	19922	Ravenswood Tree Pruning	10/20/14	\$1,540.00
Doug Gourley Playground Design, Inc.	1822	Ravenswood Playground	07/17/14	\$106.06
Neumiller & Beardslee	265316	General Services Sept 2014	10/15/14	\$90.00
Odyssey Landscape Co, Inc.	36039912	Monthly Maintenance	10/20/14	\$2,900.73
Pacific Gas & Electric	0403377952-3/100914	Electric & Gas Bill 09/10/14-10/08/14	10/09/14	\$42.54
Shred-It USA-Concord	9404334223	Shredding Service Oct 2014	10/16/14	\$29.73
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 09/01/14-09/30/14	09/30/14	\$5.81
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 09/01/14-09/30/14	09/30/14	\$627.25
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 09/01/14-09/30/14	09/30/14	\$339.36
Town of Discovery Bay, CSD	344	Payroll Reimbursement Sept 2014	10/02/14	\$2,162.87
Verizon Wireless	9732794636	Cell Phone Bill Sept 2014	09/26/14	\$93.17
			Total	\$8,778.34



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 5, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Adoption of Ordinance No. 26 - Establish Parking Restrictions at Cornell and Ravenswood Parks and the Discovery Bay Community Center

Recommended Action

Adoption of Ordinance No. 26 Establishing Parking Restrictions at the Cornell and Ravenswood Parks and the Discovery Bay Community Center

Executive Summary

On October 15, 2014, the Board was presented a draft of the attached proposed Parking Ordinance. At that meeting, the Board directed staff to return to the Board in order to adopt the Parking Ordinance

The proposed Ordinance provides for the following restrictions the Town of Discovery Bay wholly owned parks, including the Discovery Bay Community Center.

The following activities shall be prohibited at all Town of Discovery Bay Parks and Grounds, including the Discovery Bay Community Center:

- The parking of any motor vehicle, trailer, boat, or equipment that displays "For Sale" or any other type of advertising that the vehicle is for sale;
- The parking of any motor vehicle, trailer, boat, or equipment between the hours of 11:00 p.m. and 6:00 a.m. unless the vehicle is an official vehicle and displaying Exempt California license plates;
- Overnight parking may be permitted in advance and only when displaying an overnight parking pass issued by the Town of Discovery Bay.

Staff will contact a local towing company and install parking regulation signs in order to enforce the terms of this Ordinance.

At this meeting the Ordinance will be introduced and considered for adoption by the Board, with comments from the public. Once adopted, the Ordinance shall be published in the local newspaper within 15 days of adoption and it will then become effective 30 days from the date of adoption.

Fiscal Impact:

Amount Requested Approximately \$500-\$750 for signs and materials
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)
Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

October 15, 2014 Regular Meeting

Attachments

Ordinance No. 26

AGENDA ITEM: F-3



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 26**

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING PARKING RESTRICTIONS
AT CORNELL AND RAVENSWOOD PARKS
AND THE DISCOVERY BAY COMMUNITY CENTER**

Be it ordained by the Board of Directors of the Town of Discovery Bay as follows:

SECTION 1. Short Title

This Ordinance shall be known and may be cited as Discovery Bay Park's Parking Restrictions Ordinance.

SECTION 2. Purpose

The purpose of this Ordinance is to protect the health, safety, and welfare of residents of the Town of Discovery Bay; and to address overnight parking in Discovery Bay Parks which are wholly owned and maintained by the Town of Discovery Bay, including the Discovery Bay Community Center.

SECTION 3. Regulations

The following activities shall be prohibited at all Town of Discovery Bay Parks and Grounds, including the Discovery Bay Community Center:

1. The parking of any motor vehicle, trailer, boat, or equipment that displays "For Sale" or any other type of advertising that the vehicle is for sale;
2. The parking of any motor vehicle, trailer, boat, or equipment between the hours of 11:00 pm and 6:00 am unless the vehicle is an official vehicle and displaying Exempt California license plates;
3. Overnight parking may be permitted in advance and only when displaying an overnight parking pass issued by the Town of Discovery Bay.

SECTION 5. Enforcement

The Town of Discovery Bay shall install parking regulation signs at all Discovery Bay Parks which are wholly owned and maintained by the Town of Discovery Bay, including the Discovery Bay Community Center in order to enforce the terms of this Ordinance.

SECTION 6. Violation

Any vehicle that fails to comply with any condition of this Ordinance shall be subject to removal by a local towing company. All costs, fees and expenses in connection with such action shall be the responsibility of the owner of the vehicle.

SECTION 7. Severability

The various parts, paragraphs, section, and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

SECTION 8. Adoption and Effective Date

This Ordinance is hereby declared to have been adopted by the District Board at a meeting thereof duly called and held on the 5th day of November, 2014, and ordered to be given effect thirty (30) days after its first publication as mandated by statute.

CERTIFICATION

Passed and adopted at a regular meeting of the Board of Directors of the Town of Discovery Bay Community Services District held on November 5, 2014 by the following vote:

Mark Simon
Board President

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 5, 2014

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Rick Howard, General Manager

RH

Agenda Title

District Financial Statement Report for the Period July 1, 2014 to September 30, 2014

Recommended Action

Receive and File

Executive Summary

The attached information provides a snapshot of the District's finances on September 30, 2014. This report will come to the Board as a quarterly report in the future.

Water & Wastewater Fund Balance \$7,937,511.66 plus revenues of \$107,736.86 less expenditures of \$1,488,963.45 less reserves of \$5,456,686 = **Fund balance of \$1,098,671.22** In addition to the fund balance the District holds **\$706,122.62** in the ECC Town bank account, as well as \$996,892.44 in the ECC Developer bank account.

Zone 8 Fund Balance \$599,044.39 plus revenues of \$27,811.70 less expenditures of \$177,146.01 = **Fund balance of \$449,710.08**

Zone 9 Fund Balance \$148,458.51 plus revenues of \$7,588.57 less expenditures of \$43,723.33 = **Fund balance of \$112,321.69**

Financing Authority Balance \$ 7,685,285.43 plus dividend reinvestment \$109.10 less expenditures of \$1,660,692.04 = **Fund balance of \$6,024,702.49**

There is no action necessary.

Fiscal Impact:

Amount Requested \$ 0

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # **Category**

Previous Relevant Board Actions for This Item

N/A

Attachments

Administration, Water, Wastewater, L&L8, L&L 9, Community Center, Recreation Department & Financing Authority, Caselle Quarterly Financial Statements

AGENDA ITEM: F-4

TOWN OF DISCOVERY BAY
 COMBINED CASH INVESTMENT
 SEPTEMBER 30, 2014

COMBINED CASH ACCOUNTS

01-1010	ECC BANK TOWN CHECKING ACCOUNT	706,122.62
01-1011	ECC BANK TOWN GENERAL ACCOUNT	16,536.61
01-1012	ECC BANK COMMUNITY CTR ACCT	445,590.72
01-1013	CCC FUNDS TOWN FUND 8058	6,556,285.07
01-1014	CCC ZONE 8 FUND 8059	449,710.08
01-1015	CCC ZONE 9 FUND 8061	112,323.75
01-1018	DEVELOPMENT ACCOUNT	996,892.44
01-1020	US BANK - BOND	6,024,702.49
01-1022	ECC RECREATION ACCOUNT	2,800.84
01-1075	UTILITY CASH CLEARING	(1,094.71)
01-1077	ACCOUNTS RECEIVABLE CASH CLEAR	(189.46)
	TOTAL COMBINED CASH	15,309,680.45
01-1000	CASH ALLOCATED TO OTHER FUNDS	(15,340,769.50)
	TOTAL UNALLOCATED CASH	(31,089.05)

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO ADMINISTRATION	(576,622.83)
20	ALLOCATION TO WATER	4,166,083.89
21	ALLOCATION TO WASTEWATER	4,930,725.32
40	ALLOCATION TO L&L 8	438,129.12
41	ALLOCATION TO L&L 9	43,981.47
50	ALLOCATION TO FINANCING AUTHORITY	6,024,702.49
60	ALLOCATION TO COMMUNITY CENTER	445,656.62
	TOTAL ALLOCATIONS TO OTHER FUNDS	15,472,656.08
	ALLOCATION FROM COMBINED CASH FUND - 01-1000	(15,340,769.50)
	ZERO PROOF IF ALLOCATIONS BALANCE	131,886.58

TOWN OF DISCOVERY BAY
 BALANCE SHEET
 SEPTEMBER 30, 2014

ADMINISTRATION

ASSETS

10-1000	CASH IN COMBINED FUND	(576,622.83)	
10-1010	PETTY CASH	(94.35)	
10-1030	ACCOUNTS RECEIVABLES		64,093.07	
				<u>64,093.07</u>
	TOTAL ASSETS			(512,624.11)

LIABILITIES AND EQUITY

LIABILITIES

10-2000	ACCOUNTS PAYABLES		9,224.09	
10-2100	PAYROLL LIABILITIES		3,473.19	
				<u>3,473.19</u>
	TOTAL LIABILITIES			12,697.28

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
10-2915	NET ASSETS - UNRESTRICTED CCC		6,153.17	
10-2980	RETAINED EARNINGS	(586,490.67)	
	REVENUE OVER EXPENDITURES - YTD		55,016.11	
				<u>55,016.11</u>
	BALANCE - CURRENT DATE	(525,321.39)	
	TOTAL FUND EQUITY			(525,321.39)
	TOTAL LIABILITIES AND EQUITY			(512,624.11)

TOWN OF DISCOVERY BAY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

ADMINISTRATION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>ADMINISTRATION REVENUE</u>					
10-31-5150 LANDSCAPRE RELATED PAYROLL RMB	89,211.48	89,211.48	415,443.00	326,231.52	21.5
10-31-5151 L&L VEHICLE REIMB JE OUT	6,325.03	6,325.03	.00 (6,325.03)	.0
10-31-5226 LANDSCAPE REIMBURSABLE	54,249.94	54,249.94	225,000.00	170,750.06	24.1
10-31-5243 OTHER	490.00	490.00	.00 (490.00)	.0
10-31-6046 PERMIT FEE	4,100.00	4,100.00	.00 (4,100.00)	.0
TOTAL ADMINISTRATION REVENUE	154,376.45	154,376.45	640,443.00	486,066.55	24.1
TOTAL FUND REVENUE	154,376.45	154,376.45	640,443.00	486,066.55	24.1

TOWN OF DISCOVERY BAY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

ADMINISTRATION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION EXPENDITURES</u>					
10-41-7000 SALARY & WAGES	4,796.62	4,796.62	373,898.74	369,102.12	1.3
10-41-7003 ER TAXES	363.16	363.16	41,544.30	41,181.14	.9
10-41-7075 REIMBURSEMENT OF WAGES	36,672.81	36,672.81	.00 (36,672.81)	.0
10-41-7529 LANDSCAPE RELATED REIMBURSABLE	57,527.75	57,527.75	225,000.00	167,472.25	25.6
TOTAL ADMINISTRATION EXPENDITURES	99,360.34	99,360.34	640,443.04	541,082.70	15.5
TOTAL FUND EXPENDITURES	99,360.34	99,360.34	640,443.04	541,082.70	15.5
NET REVENUE OVER EXPENDITURES	55,016.11	55,016.11	(.04)	(55,016.15)	13754

TOWN OF DISCOVERY BAY
BALANCE SHEET
SEPTEMBER 30, 2014

WATER

ASSETS

20-1000	CASH IN COMBINED FUND	4,166,083.89	
20-1010	PETTY CASH	237.74	
20-1030	ACCOUNTS RECEIVABLES	25,146.37	
20-1035	ACCOUNTS RECEIVABLES-MISC	30,916.37	
20-1040	ALLOWANCE FOR DOUBTFUL ACCOUNT	(36,092.45)	
20-1045	ADV ON SUPPLEMENTAL TAX	332.98	
20-1100	EQUIPMENT	308,806.40	
20-1105	LAND	108,000.00	
20-1110	OFFICE FURNITURE & EQUIP	39,521.73	
20-1120	VEHICLES	39,186.87	
20-1130	ACCUMULATED DEPRECIATION	(1,801,450.01)	
20-1135	BUILDING & IMPROV	139,373.67	
20-1150	CIP-BUILDINGS & IMPROV	7,801.19	
20-1160	CIP - WATER	46,522.04	
20-1170	STRUCTURES & IMPROV-WATER	2,407,061.73	
20-1171	TREATMENT & COLLECTION	4,731,941.53	
20-1180	INFRASTRUCTURE REPLACEMENT	36,365.82	
	TOTAL ASSETS		10,249,755.87

LIABILITIES AND EQUITY

LIABILITIES

20-2000	ACCOUNTS PAYABLES	115,906.82	
20-2100	PAYROLL LIABILITIES	11,929.06	
20-2101	ACCRUED VACATION LIABILITY	14,078.51	
20-2240	DEFERRED REVENUE	(10,591.20)	
	TOTAL LIABILITIES		131,323.13

FUND EQUITY

20-2500	INVESTED IN CAPITAL ASSETS	5,934,931.91	
	UNAPPROPRIATED FUND BALANCE:		
20-2910	NET ASSETS - UNRESTRICTED	2,313,113.86	
20-2980	RETAINED EARNINGS	2,095,593.13	
	REVENUE OVER EXPENDITURES - YTD	(225,206.16)	
	BALANCE - CURRENT DATE	4,183,500.83	
	TOTAL FUND EQUITY		10,118,432.74
	TOTAL LIABILITIES AND EQUITY		10,249,755.87

TOWN OF DISCOVERY BAY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT	
<u>WATER REVENUE</u>						
20-31-5105	PROPERTY TAXES	.00	.00	1,858,240.00	1,858,240.00	.0
20-31-5148	PROCEEDS FROM FINANCING	.00	.00	627,300.00	627,300.00	.0
20-31-5149	DEVELOPER DEP HOLDING ACCOUNT	.00	.00	100,000.00	100,000.00	.0
20-31-5151	GRANT	.00	.00	200,000.00	200,000.00	.0
20-31-5177	REIMBURSEMENTS	.00	.00	5,000.00	5,000.00	.0
20-31-5178	INFRASTRUCTURE REPLACEMENT	.00	.00	50,000.00	50,000.00	.0
20-31-5179	MISC	6,810.62	6,810.62	1,000.00	(5,810.62)	681.1
20-31-5180	CARRY-OVER/RE-BUDGETED	.00	.00	30,000.00	30,000.00	.0
20-31-5243	OTHER	27,219.49	27,219.49	.00	(27,219.49)	.0
20-31-6000	WATER CHARGES	315,717.21	315,717.21	975,000.00	659,282.79	32.4
20-31-6030	CONNECTION FEES	8,100.00	8,100.00	.00	(8,100.00)	.0
20-31-6045	CAPACITY FEE	28,610.00	28,610.00	50,000.00	21,390.00	57.2
20-31-6046	PERMIT FEE	.00	.00	12,500.00	12,500.00	.0
20-31-6047	INSPECTION FEE	12,960.00	12,960.00	10,000.00	(2,960.00)	129.6
20-31-6086	UTILITY- ACCOUNT CHARGE	1,695.26	1,695.26	258,960.00	257,264.74	.7
	TOTAL WATER REVENUE	401,112.58	401,112.58	4,178,000.00	3,776,887.42	9.6
	TOTAL FUND REVENUE	401,112.58	401,112.58	4,178,000.00	3,776,887.42	9.6

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>					
20-41-7000 SALARY & WAGES	103,420.59	103,420.59	193,502.85	90,082.26	53.5
20-41-7001 OVERTIME	.00	.00	2,000.00	2,000.00	.0
20-41-7003 ER TAXES	7,921.54	7,921.54	21,500.30	13,578.76	36.8
20-41-7030 GROUP INSURANCE	11,981.54	11,981.54	15,240.00	3,258.46	78.6
20-41-7045 WORKERS COMP	719.79	719.79	20,000.00	19,280.21	3.6
20-41-7060 457 B PLAN	2,614.62	2,614.62	12,000.00	9,385.38	21.8
20-41-7150 TEMPORARY EMPLOYEES	.00	.00	3,360.00	3,360.00	.0
20-41-7165 BOARD OF DIRECTORS COMPENSATIO	2,522.00	2,522.00	16,560.00	14,038.00	15.2
20-41-7181 TRAVEL & MEETINGS - BOD	113.08	113.08	2,400.00	2,286.92	4.7
20-41-7182 TRAVEL	876.85	876.85	2,000.00	1,123.15	43.8
20-41-7196 TRAINING & EDUCATION - BOD	554.00	554.00	800.00	246.00	69.3
20-41-7197 TRAIN, MEET & EDUCATION	1,545.60	1,545.60	2,800.00	1,254.40	55.2
20-41-7210 DUES & SUBSCRIPTIONS	25.20	25.20	1,060.00	1,034.80	2.4
20-41-7225 MEMBERSHIPS	1,352.00	1,352.00	7,200.00	5,848.00	18.8
20-41-7255 TODB SPONSORED EVENTS	473.50	473.50	2,400.00	1,926.50	19.7
20-41-7271 CONSULTING SERVICES	13,294.29	13,294.29	153,320.00	140,025.71	8.7
20-41-7272 WASTE WATER SERVICE CONTRACT	123,031.27	123,031.27	489,429.78	366,398.51	25.1
20-41-7273 PROFESSIONAL FEES	210.00	210.00	.00	(210.00)	.0
20-41-7275 PREVENTATIVE & CORRECTIVE	13,767.97	13,767.97	42,800.00	29,032.03	32.2
20-41-7276 CONTRACT MAILING	3,199.41	3,199.41	15,000.00	11,800.59	21.3
20-41-7277 VEOLIA W LARGE REPLACEMENT	.00	.00	40,000.00	40,000.00	.0
20-41-7286 LEGAL - GENERAL	7,685.71	7,685.71	32,000.00	24,314.29	24.0
20-41-7288 LEGAL - LITIGATION	94.60	94.60	30,000.00	29,905.40	.3
20-41-7301 ANNUAL AUDIT SERVICES	9,000.00	9,000.00	12,400.00	3,400.00	72.6
20-41-7316 ELECTION EXPENSE	.00	.00	4,800.00	4,800.00	.0
20-41-7317 ADVERTISING	.00	.00	400.00	400.00	.0
20-41-7318 PUBLIC RELATIONS	438.80	438.80	.00	(438.80)	.0
20-41-7319 INTERNET WEBSITE	.00	.00	200.00	200.00	.0
20-41-7345 PUBLIC COMMUNICATIONS AND NOTI	759.60	759.60	2,400.00	1,640.40	31.7
20-41-7361 TELEPHONE - GENERAL	1,768.40	1,768.40	5,600.00	3,831.60	31.6
20-41-7362 TELECOM - NETWORKING	288.00	288.00	1,080.00	792.00	26.7
20-41-7363 TELEPHONE - CELLULAR	421.76	421.76	2,800.00	2,378.24	15.1
20-41-7376 ROAD/CONSTRUCTION MATERIALS (S	.00	.00	1,200.00	1,200.00	.0
20-41-7391 DIESEL FUEL	.00	.00	4,000.00	4,000.00	.0
20-41-7392 VEHICLE & EQUIPMENT - FUEL	1,669.20	1,669.20	4,000.00	2,330.80	41.7
20-41-7393 VEHICLE & EQUIPMENT SUP & REP	865.00	865.00	4,400.00	3,535.00	19.7
20-41-7404 WATER METER AND REGISTERS	8,793.86	8,793.86	.00	(8,793.86)	.0
20-41-7405 GENERAL REPAIRS - PUMPS	.00	.00	12,000.00	12,000.00	.0
20-41-7406 GENERAL REPAIRS	116,808.44	116,808.44	220,000.00	103,191.56	53.1
20-41-7406 SPECIAL EQUIPMENT	140.62	140.62	1,200.00	1,059.38	11.7
20-41-7409 INFO SYSTEM - MAINTENANCE	1,709.30	1,709.30	6,000.00	4,290.70	28.5
20-41-7410 EQUIPMENT MAINTENANCE	394.02	394.02	3,600.00	3,205.98	11.0
20-41-7411 SOFTWARE HOSTING	3,370.77	3,370.77	.00	(3,370.77)	.0
20-41-7412 COMPUTER EQUIPMENT & SUPPLIES	1,372.78	1,372.78	2,400.00	1,027.22	57.2
20-41-7413 MISCELLANEOUS SMALL TOOLS	397.90	397.90	2,000.00	1,602.10	19.9
20-41-7414 EQUIPMENT REPAIR	.00	.00	400.00	400.00	.0
20-41-7415 COMPUTER SOFTWARE	85.61	85.61	4,000.00	3,914.39	2.1
20-41-7421 CLEANING SUPPLIES (HOUSEHOLD I	.00	.00	800.00	800.00	.0
20-41-7422 MINOR EQUIPMENT (FURNITURE <\$1	.00	.00	200.00	200.00	.0
20-41-7423 OFFICE FURNITURE	.00	.00	200.00	200.00	.0
20-41-7424 POSTAGE	493.39	493.39	1,000.00	506.61	49.3
20-41-7425 OFFICE SUPPLIES	1,221.29	1,221.29	2,400.00	1,178.71	50.9

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-41-7437 RENT PUBLIC MEETINGS	.00	.00	200.00	200.00	.0
20-41-7439 EQUIPMENT RENTAL/LEASING	96.41	96.41	2,000.00	1,903.59	4.8
20-41-7440 FACILITY MAINTENANCE - LANDSCA	.00	.00	1,600.00	1,600.00	.0
20-41-7441 BUILDING MAINTENANCE	1,156.39	1,156.39	10,000.00	8,843.61	11.6
20-41-7451 INSURANCE - LIABILITY	.00	.00	19,600.00	19,600.00	.0
20-41-7453 INSURANCE - PROPERTY	.00	.00	10,400.00	10,400.00	.0
20-41-7466 PERMITS & FEES	11,781.42	11,781.42	16,000.00	4,218.58	73.6
20-41-7469 PERSONAL PROTECTIVE EQUIPMENT	.00	.00	680.00	680.00	.0
20-41-7481 UTILITIES/ELECTRICAL COST	152,774.87	152,774.87	310,000.00	157,225.13	49.3
20-41-7495 CHEMICALS	4,765.96	4,765.96	30,000.00	25,234.04	15.9
20-41-7510 FREIGHT	.00	.00	1,000.00	1,000.00	.0
20-41-7511 UPS/COURIER	9.18	9.18	320.00	310.82	2.9
20-41-7526 MISCELLANEOUS BANK CHARGES	1,153.97	1,153.97	2,500.00	1,346.03	46.2
20-41-7527 MISCELLANEOUS SERVICES & SUPPL	302.30	302.30	1,200.00	897.70	25.2
20-41-7528 MISCELLANEOUS REIMBURSABLE	.00	.00	400.00	400.00	.0
20-41-7530 UNRECOVERABLE CHARGES	201.46	201.46	1,000.00	798.54	20.2
20-41-7533 BAD DEBT	2,716.76	2,716.76	5,000.00	2,283.24	54.3
20-41-7534 SPECIAL EXPENSE	459.08	459.08	.00	(459.08)	.0
20-41-7535 CREDIT MEMO	1,099.42	1,099.42	5,000.00	3,900.58	22.0
20-41-7537 DEBT SERVICE	165.00	165.00	89,363.20	89,198.20	.2
20-41-7540 CONTRIBUTION TO RESERVES	.00	.00	32,800.13	32,800.13	.0
20-41-7542 TAXES & ASSESSMENTS	.00	.00	773.60	773.60	.0
20-41-7545 REVENUE COLLECTION	.00	.00	2,400.00	2,400.00	.0
20-41-7547 DATA PROCESSING/PAYROLL WIRE T	215.20	215.20	1,040.00	824.80	20.7
20-41-7548 ACCOUNTING (A/P, A/R, GL)	.00	.00	800.00	800.00	.0
20-41-7549 PUBLIC WORKS - PERMITS	3,005.87	3,005.87	4,800.00	1,794.13	62.6
20-41-7550 PROPERTY TAXES	73.95	73.95	1,200.00	1,126.05	6.2
20-41-7587 DEVELOPER DEPOSIT REIMBURSMNT	939.20	939.20	.00	(939.20)	.0
TOTAL WATER EXPENDITURES	626,318.74	626,318.74	1,954,929.86	1,328,611.12	32.0
TOTAL FUND EXPENDITURES	626,318.74	626,318.74	1,954,929.86	1,328,611.12	32.0
NET REVENUE OVER EXPENDITURES	(225,206.16)	(225,206.16)	2,223,070.14	2,448,276.30	(10.1)

TOWN OF DISCOVERY BAY
BALANCE SHEET
SEPTEMBER 30, 2014

WASTEWATER

ASSETS

21-1000	CASH IN COMBINED FUND	4,930,725.32	
21-1010	PETTY CASH	358.61	
21-1030	ACCOUNTS RECEIVABLES	111,131.83	
21-1035	ACCOUNTS RECEIVABLES-MISC	72,068.97	
21-1040	ALLOWANCE FOR DOUBTFUL ACCOUNT	(23,138.91)	
21-1045	ADV ON SUPPLEMENTAL TAX	499.46	
21-1100	EQUIPMENT	694,530.64	
21-1105	LAND	199,000.00	
21-1110	OFFICE FURNITURE & EQUIP	59,282.62	
21-1120	VEHICLES	343,591.67	
21-1130	ACCUMULATED DEPRECIATION	(6,993,360.32)	
21-1135	BUILDING & IMPROV	1,215,916.18	
21-1150	CIP-BUILDINGS & IMPROV	66,635.00	
21-1155	CIP - WASTEWATER	828,841.25	
21-1170	STRUCTURES & IMPROV-SEWER	4,344,923.73	
21-1171	TREATMENT & COLLECTION	25,435,516.08	
21-1180	INFRASTRUCTURE REPLACEMENT	70,658.91	
	TOTAL ASSETS		31,357,179.04

LIABILITIES AND EQUITY

LIABILITIES

21-2000	ACCOUNTS PAYABLES	225,674.69	
21-2100	PAYROLL LIABILITIES	8,865.96	
21-2101	ACCRUED VACATION LIABILITY	14,078.51	
21-2205	CAL CARD	161.80	
21-2240	DEFERRED REVENUE	(39,000.00)	
21-2280	DEBIT SERVICE INSTALLMENT PMT	22,250.00	
	TOTAL LIABILITIES		232,030.96

FUND EQUITY

21-2500	INVESTED IN CAPITAL ASSETS	7,115,572.44	
	UNAPPROPRIATED FUND BALANCE:		
21-2905	CONTRIBUTED CAPITAL	18,757,813.00	
21-2910	NET ASSETS - UNRESTRICTED	3,305,487.88	
21-2980	RETAINED EARNINGS	2,198,515.05	
	REVENUE OVER EXPENDITURES - YTD	(250,240.29)	
	BALANCE - CURRENT DATE	24,009,575.64	
	TOTAL FUND EQUITY		31,125,148.08
	TOTAL LIABILITIES AND EQUITY		31,357,179.04

TOWN OF DISCOVERY BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT	
<u>WASTEWATER REVENUE</u>						
21-31-5105	PROPERTY TAXES	.00	.00	3,799,884.00	3,799,884.00	.0
21-31-5148	PROCEEDS FROM FINANCING	.00	.00	3,533,582.00	3,533,582.00	.0
21-31-5149	DEVELOPER DEP HOLDING ACCOUNT	.00	.00	200,000.00	200,000.00	.0
21-31-5177	REIMBURSEMENTS	.00	.00	5,500.00	5,500.00	.0
21-31-5178	INFRASTRUCTURE REPLACEMENT	.00	.00	145,000.00	145,000.00	.0
21-31-5179	MISC	.00	.00	1,109.00	1,109.00	.0
21-31-5180	CARRY-OVER/RE-BUDGETED	.00	.00	70,000.00	70,000.00	.0
21-31-5243	OTHER	936.99	936.99	.00 (936.99)	.0
21-31-6015	SEWER CHARGES	17,009.29	17,009.29	125,000.00	107,990.71	13.6
21-31-6030	CONNECTION FEES	8,100.00	8,100.00	.00 (8,100.00)	.0
21-31-6045	CAPACITY FEE	235,150.00	235,150.00	150,000.00 (85,150.00)	156.8
21-31-6046	PERMIT FEE	.00	.00	12,500.00	12,500.00	.0
21-31-6047	INSPECTION FEE	12,960.00	12,960.00	10,000.00 (2,960.00)	129.6
	TOTAL WASTEWATER REVENUE	274,156.28	274,156.28	8,052,575.00	7,778,418.72	3.4
	TOTAL FUND REVENUE	274,156.28	274,156.28	8,052,575.00	7,778,418.72	3.4

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WASTEWATER EXPENDITURES</u>					
21-41-7000 SALARY & WAGES	75,537.85	75,537.85	290,254.28	214,716.43	28.0
21-41-7001 OVERTIME	.00	.00	3,000.00	3,000.00	.0
21-41-7003 ER TAXES	5,745.12	5,745.12	32,250.48	26,505.36	17.8
21-41-7030 GROUP INSURANCE	17,972.18	17,972.18	22,860.00	4,887.82	78.6
21-41-7045 WORKERS COMP	1,079.69	1,079.69	30,000.00	28,920.31	3.6
21-41-7060 457 B PLAN	3,921.90	3,921.90	18,000.00	14,078.10	21.8
21-41-7150 TEMPORARY EMPLOYEES	.00	.00	5,040.00	5,040.00	.0
21-41-7165 BOARD OF DIRECTORS COMPENSATIO	3,783.00	3,783.00	24,840.00	21,057.00	15.2
21-41-7181 TRAVEL & MEETINGS - BOD	254.12	254.12	3,600.00	3,345.88	7.1
21-41-7182 TRAVEL	1,682.34	1,682.34	3,000.00	1,317.66	56.1
21-41-7196 TRAINING & EDUCATION - BOD	831.00	831.00	1,200.00	369.00	69.3
21-41-7197 TRAIN, MEET & EDUCATION	1,883.40	1,883.40	4,200.00	2,316.60	44.8
21-41-7210 DUES & SUBSCRIPTIONS	37.80	37.80	1,590.00	1,552.20	2.4
21-41-7225 MEMBERSHIPS	72.00	72.00	10,800.00	10,728.00	.7
21-41-7255 TODB SPONSORED EVENTS	710.25	710.25	3,600.00	2,889.75	19.7
21-41-7271 CONSULTING SERVICES	54,716.22	54,716.22	229,980.00	175,263.78	23.8
21-41-7272 WASTE WATER SERVICE CONTRACT	184,546.90	184,546.90	734,144.66	549,597.76	25.1
21-41-7273 PROFESSIONAL FEES	1,875.00	1,875.00	.00	(1,875.00)	.0
21-41-7275 PREVENTATIVE & CORRECTIVE	17,419.29	17,419.29	64,200.00	46,780.71	27.1
21-41-7277 VEOLIA WW LARGE REPLACEMENT	.00	.00	60,000.00	60,000.00	.0
21-41-7286 LEGAL - GENERAL	13,585.33	13,585.33	48,000.00	34,414.67	28.3
21-41-7288 LEGAL - LITIGATION	227.90	227.90	45,000.00	44,772.10	.5
21-41-7301 ANNUAL AUDIT SERVICES	9,000.00	9,000.00	18,600.00	9,600.00	48.4
21-41-7316 ELECTION EXPENSE	.00	.00	7,200.00	7,200.00	.0
21-41-7317 ADVERTISING	.00	.00	600.00	600.00	.0
21-41-7318 PUBLIC RELATIONS	658.20	658.20	.00	(658.20)	.0
21-41-7319 INTERNET WEBSITE	.00	.00	300.00	300.00	.0
21-41-7345 PUBLIC COMMUNICATIONS AND NOTI	1,139.40	1,139.40	3,600.00	2,460.60	31.7
21-41-7361 TELEPHONE - GENERAL	2,918.89	2,918.89	8,400.00	5,481.11	34.8
21-41-7362 TELECOM - NETWORKING	1,015.85	1,015.85	1,620.00	604.15	62.7
21-41-7363 TELEPHONE - CELLULAR	645.64	645.64	4,200.00	3,554.36	15.4
21-41-7376 ROAD/CONSTRUCTION MATERIALS (S	.00	.00	1,800.00	1,800.00	.0
21-41-7391 DIESEL FUEL	478.00	478.00	6,000.00	5,522.00	8.0
21-41-7392 VEHICLE & EQUIPMENT - FUEL	954.52	954.52	6,000.00	5,045.48	15.9
21-41-7393 VEHICLE & EQUIPMENT SUP & REP	2,103.42	2,103.42	6,600.00	4,496.58	31.9
21-41-7405 GENERAL REPAIRS - PUMPS	2,175.03	2,175.03	18,000.00	15,824.97	12.1
21-41-7406 GENERAL REPAIRS	10,936.42	10,936.42	330,000.00	319,063.58	3.3
21-41-7407 NTR/SIP TESTING - RWQCB	.00	.00	5,000.00	5,000.00	.0
21-41-7408 SPECIAL EQUIPMENT	1,527.76	1,527.76	1,800.00	272.24	84.9
21-41-7409 INFO SYSTEM - MAINTENANCE	2,562.59	2,562.59	9,000.00	6,437.41	28.5
21-41-7410 EQUIPMENT MAINTENANCE	591.03	591.03	5,400.00	4,808.97	11.0
21-41-7411 SOFTWARE HOSTING	1,122.14	1,122.14	.00	(1,122.14)	.0
21-41-7412 COMPUTER EQUIPMENT & SUPPLIES	2,059.16	2,059.16	3,600.00	1,540.84	57.2
21-41-7413 MISCELLANEOUS SMALL TOOLS	204.07	204.07	3,000.00	2,795.93	6.8
21-41-7414 EQUIPMENT REPAIR	.00	.00	600.00	600.00	.0
21-41-7415 COMPUTER SOFTWARE	104.40	104.40	6,000.00	5,895.60	1.7
21-41-7421 CLEANING SUPPLIES (HOUSEHOLD I	.00	.00	1,200.00	1,200.00	.0
21-41-7422 MINOR EQUIPMENT (FURNITURE <\$1	.00	.00	300.00	300.00	.0
21-41-7423 OFFICE FURNITURE	.00	.00	300.00	300.00	.0
21-41-7424 POSTAGE	745.68	745.68	1,500.00	754.32	49.7
21-41-7425 OFFICE SUPPLIES	1,494.37	1,494.37	3,600.00	2,105.63	41.5
21-41-7437 RENT PUBLIC MEETINGS	.00	.00	300.00	300.00	.0

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
21-41-7439 EQUIPMENT RENTAL/LEASING	144.62	144.62	3,000.00	2,855.38	4.8
21-41-7440 FACILITY MAINTENANCE - LANDSCA	6,500.00	6,500.00	2,400.00	(4,100.00)	270.8
21-41-7441 BUILDING MAINTENANCE	3,803.07	3,803.07	15,000.00	11,198.93	25.4
21-41-7451 INSURANCE - LIABILITY	.00	.00	29,400.00	29,400.00	.0
21-41-7453 INSURANCE - PROPERTY	.00	.00	15,600.00	15,600.00	.0
21-41-7466 PERMITS & FEES	6,705.60	6,705.60	24,000.00	17,294.40	27.9
21-41-7468 NPDES NOV FINES	.00	.00	25,000.00	25,000.00	.0
21-41-7469 PERSONAL PROTECTIVE EQUIPMENT	.00	.00	1,020.00	1,020.00	.0
21-41-7481 UTILITIES/ELECTRICAL COST	52,188.09	52,188.09	465,000.00	412,811.91	11.2
21-41-7495 CHEMICALS	14,661.99	14,661.99	20,000.00	5,338.01	73.3
21-41-7510 FREIGHT	.00	.00	1,500.00	1,500.00	.0
21-41-7511 UPS/COURIER	286.52	286.52	480.00	193.48	59.7
21-41-7527 MISCELLANEOUS SERVICES & SUPPL	379.29	379.29	1,800.00	1,420.71	21.1
21-41-7528 MISCELLANEOUS REIMBURSABLE	.00	.00	600.00	600.00	.0
21-41-7534 SPECIAL EXPENSE	690.66	690.66	.00	(690.66)	.0
21-41-7535 CREDIT MEMO	2,113.76	2,113.76	.00	(2,113.76)	.0
21-41-7537 DEBT SERVICE	1,335.00	1,335.00	738,073.80	736,738.80	.2
21-41-7540 CONTRIBUTION TO RESERVES	.00	.00	49,200.19	49,200.19	.0
21-41-7542 TAXES & ASSESSMENTS	.00	.00	1,160.40	1,160.40	.0
21-41-7545 REVENUE COLLECTION	.00	.00	3,600.00	3,600.00	.0
21-41-7547 DATA PROCESSING/PAYROLL WIRE T	52.80	52.80	1,560.00	1,507.20	3.4
21-41-7548 ACCOUNTING (A/P, A/R, GL)	.00	.00	1,200.00	1,200.00	.0
21-41-7549 PUBLIC WORKS - PERMITS	.00	.00	7,200.00	7,200.00	.0
21-41-7550 PROPERTY TAXES	5,996.01	5,996.01	1,800.00	(4,196.01)	333.1
21-41-7587 DEVELOPER DEPOSIT REIMBURSMEN	1,221.30	1,221.30	.00	(1,221.30)	.0
TOTAL WASTEWATER EXPENDITURES	524,396.57	524,396.57	3,498,673.81	2,974,277.24	15.0
TOTAL FUND EXPENDITURES	524,396.57	524,396.57	3,498,673.81	2,974,277.24	15.0
NET REVENUE OVER EXPENDITURES	(250,240.29)	(250,240.29)	4,553,901.19	4,804,141.48	(5.5)

TOWN OF DISCOVERY BAY
BALANCE SHEET
SEPTEMBER 30, 2014

L&L 8

ASSETS

40-1000	CASH IN COMBINED FUND	438,129.12	
40-1045	ADV ON SUPPLEMENTAL TAX	1,050.14	
40-1075	GRANT RECEIVABLE	400,000.00	
40-1100	EQUIPMENT	145,366.05	
40-1105	LAND	380,083.00	
40-1110	OFFICE FURNITURE & EQUIP	7,450.39	
40-1120	VEHICLES	55,423.91	
40-1130	ACCUMULATED DEPRECIATION	(905,559.07)	
40-1135	BUILDING & IMPROV	2,648,220.25	
40-1150	CIP-BUILDINGS & IMPROV	68,132.84	
40-1155	CIP - PARKS	81,774.10	
40-1160	CIP - STREETScape	20,009.59	
40-1190	CIP EQUIPMENT	19,515.05	
		3,359,595.37	3,359,595.37

LIABILITIES AND EQUITY

LIABILITIES

40-2000	ACCOUNTS PAYABLES	95,518.36	
40-2100	PAYROLL LIABILITIES	3,237.20	
40-2101	ACCRUED VACATION LIABILITY	3,525.57	
40-2250	DUE TO OTHER FUNDS	2,337.23	
		104,618.36	104,618.36

FUND EQUITY

40-2500	INVESTED IN CAPITAL ASSETS	1,320,648.35	
	UNAPPROPRIATED FUND BALANCE:		
40-2905	CONTRIBUTED CAPITAL	947,190.37	
40-2910	NET ASSETS - UNRESTRICTED	1,270,777.75	
40-2980	RETAINED EARNINGS	(125,266.90)	
	REVENUE OVER EXPENDITURES - YTD	(158,372.56)	
		1,934,328.66	
	BALANCE - CURRENT DATE	1,934,328.66	
	TOTAL FUND EQUITY	3,254,977.01	3,254,977.01
	TOTAL LIABILITIES AND EQUITY	3,359,595.37	3,359,595.37

TOWN OF DISCOVERY BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

L&L 8

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT	
<u>L&L 8 REVENUE</u>						
40-31-5105	PROPERTY TAXES	.00	.00	478,000.00	478,000.00	.0
40-31-5111	CURRENT UNSECURE PROPERTY TAX	16,480.55	16,480.55	.00 (16,480.55)	.0
40-31-5114	PRIOR UNSECURED PROPERTY TAX	261.21	261.21	.00 (261.21)	.0
40-31-5148	ADVERTISING REVENUE	.00	.00	4,500.00	4,500.00	.0
40-31-5149	COMMUNITY CENTER PROGRAM FEES	3,900.00	3,900.00	25,000.00	21,100.00	15.6
40-31-5150	COMMUNITY CENTER EVENTS	28.00	28.00	3,000.00	2,972.00	.9
40-31-5151	LANDSCAPE RELATED REIMBURSABLE	.00	.00	6,000.00	6,000.00	.0
40-31-5177	REIMBURSEMENTS	740.77	740.77	50,000.00	49,259.23	1.5
40-31-5179	GRANTS	.00	.00	65,000.00	65,000.00	.0
40-31-5180	PAYROLL REIMBURSEMENTS - CCC	.00	.00	8,206.96	8,206.96	.0
40-31-5243	OTHER	39.88	39.88	.00 (39.88)	.0
40-31-6075	RENTAL DEPOSITS	(100.00)	(100.00)	.00	100.00	.0
40-31-6690	SWIM TEAM	.00	.00	32,000.00	32,000.00	.0
40-31-6695	RENTALS	3,261.05	3,261.05	5,000.00	1,738.95	65.2
40-31-6996	COMMUNITY CENTER APPAREL	85.00	85.00	.00 (85.00)	.0
40-31-6997	COMMUNITY CENTER FOOD	740.00	740.00	500.00 (240.00)	148.0
40-31-6998	COMMUNITY CENTER BEVERAGE	371.50	371.50	500.00	128.50	74.3
40-31-6999	COMMUNITY CENTER POOL FEE	4,711.50	4,711.50	7,500.00	2,788.50	62.8
TOTAL L&L 8 REVENUE		30,519.46	30,519.46	685,206.96	654,687.50	4.5
TOTAL FUND REVENUE		30,519.46	30,519.46	685,206.96	654,687.50	4.5

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

L&L 8

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>L&L 8 EXPENDITURE</u>						
40-41-7000	SALARY & WAGES	34,964.03	34,964.03	89,259.77	54,295.74	39.2
40-41-7003	ER TAXES	2,818.21	2,818.21	9,917.75	7,099.54	28.4
40-41-7182	TRAVEL	.00	.00	1,000.00	1,000.00	.0
40-41-7197	TRAIN, MEET & EDUCATION	16.57	16.57	1,500.00	1,483.43	1.1
40-41-7210	DUES & SUBSCRIPTIONS	.00	.00	200.00	200.00	.0
40-41-7225	MEMBERSHIPS	180.00	180.00	525.00	365.00	30.5
40-41-7286	LEGAL - GENERAL	233.25	233.25	1,000.00	766.75	23.3
40-41-7301	ANNUAL AUDIT SERVICES	.00	.00	2,220.00	2,220.00	.0
40-41-7317	ADVERTISING	.00	.00	50.00	50.00	.0
40-41-7361	TELEPHONE - GENERAL	560.43	560.43	1,125.00	564.57	49.8
40-41-7362	TELECOM - NETWORKING	91.43	91.43	200.00	108.57	45.7
40-41-7363	TELEPHONE - CELLULAR	220.19	220.19	2,000.00	1,779.81	11.0
40-41-7376	ROAD/CONSTRUCTION MATERIALS (S	.00	.00	500.00	500.00	.0
40-41-7392	VEHICLE & EQUIPMENT - FUEL	1,058.30	1,058.30	3,000.00	1,941.70	35.3
40-41-7393	VEHICLE & EQUIPMENT SUP & REP	84.91	84.91	2,000.00	1,915.09	4.3
40-41-7409	INFO SYSTEM - MAINTENANCE	87.50	87.50	800.00	712.50	10.9
40-41-7410	EQUIPMENT MAINTENANCE	582.98	582.98	2,500.00	1,917.02	23.3
40-41-7412	COMPUTER EQUIPMENT & SUPPLIES	.00	.00	150.00	150.00	.0
40-41-7413	MISCELLANEOUS SMALL TOOLS	589.73	589.73	1,500.00	910.27	39.3
40-41-7421	CLEANING SUPPLIES (HOUSEHOLD I	.00	.00	1,000.00	1,000.00	.0
40-41-7422	MINOR EQUIPMENT (FURNITURE <\$1	48.81	48.81	150.00	101.19	32.5
40-41-7424	POSTAGE	.00	.00	100.00	100.00	.0
40-41-7425	OFFICE SUPPLIES	162.35	162.35	1,200.00	1,037.65	13.5
40-41-7439	EQUIPMENT RENTAL/LEASING	.00	.00	2,000.00	2,000.00	.0
40-41-7440	FACILITY MAINTENANCE - LANDSCA	11,397.02	11,397.02	50,000.00	38,602.98	22.8
40-41-7441	BUILDING MAINTENANCE	1,204.69	1,204.69	3,000.00	1,795.31	40.2
40-41-7451	INSURANCE - LIABILITY	.00	.00	1,700.00	1,700.00	.0
40-41-7469	PERSONAL PROTECTIVE EQUIPMENT	460.26	460.26	1,500.00	1,039.74	30.7
40-41-7481	UTILITIES/ELECTRICAL COST	21,251.09	21,251.09	80,000.00	58,748.91	26.6
40-41-7482	UTILITIES/WATER COST	14,177.51	14,177.51	35,000.00	20,822.49	40.5
40-41-7483	UTILITIES/WASTE COST	1,068.71	1,068.71	3,500.00	2,431.29	30.5
40-41-7527	MISCELLANEOUS SERVICES & SUPPL	31.12	31.12	750.00	718.88	4.2
40-41-7528	MISCELLANEOUS REIMBURSABLE	1,309.31	1,309.31	.00	(1,309.31)	.0
40-41-7534	SPECIAL EXPENSE	.00	.00	4,000.00	4,000.00	.0
40-41-7543	INTERFUND (INVESTMENT PROPERTY	.00	.00	300.00	300.00	.0
40-41-7544	REIMBURSEMENT FOR COUNTY ADMIN	.00	.00	500.00	500.00	.0
40-41-7548	ACCOUNTING (A/P, A/R, GL)	211.87	211.87	.00	(211.87)	.0
40-41-7550	PROPERTY TAXES	1,959.42	1,959.42	850.00	(1,109.42)	230.5
40-41-8000	SALARY & WAGES	47,342.28	47,342.28	156,518.68	109,176.40	30.3
40-41-8003	ER TAXES	4,972.04	4,972.04	17,390.96	12,418.92	28.6
40-41-8182	TRAVEL & MEETINGS	69.20	69.20	700.00	630.80	9.9
40-41-8197	TRAIN, MEET & EDUCATION	271.77	271.77	1,500.00	1,228.23	18.1
40-41-8210	DUES & SUBSCRIPTIONS	160.00	160.00	300.00	140.00	53.3
40-41-8256	EVENTS	138.86	138.86	.00	(138.86)	.0
40-41-8286	LEGAL - GENERAL	993.75	993.75	1,500.00	506.25	66.3
40-41-8317	ADVERTISING	2,169.12	2,169.12	9,000.00	6,830.88	24.1
40-41-8361	TELEPHONE - GENERAL	1,171.95	1,171.95	2,000.00	828.05	58.6
40-41-8362	TELECOM - NETWORKING	201.33	201.33	500.00	298.67	40.3
40-41-8363	TELEPHONE - CELLULAR	51.84	51.84	1,200.00	1,148.16	4.3
40-41-8392	VEHICLE & EQUIPMENT - FUEL	135.70	135.70	100.00	(35.70)	135.7
40-41-8406	GENERAL REPAIRS	111.36	111.36	7,000.00	6,888.64	1.6
40-41-8408	SPECIAL EQUIPMENT	.00	.00	100.00	100.00	.0

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

L&L 8

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-41-8409 INFO SYSTEM - MAINTENANCE	1,663.37	1,663.37	1,000.00	(663.37)	166.3
40-41-8410 EQUIPMENT MAINTENANCE	.00	.00	800.00	800.00	.0
40-41-8411 SOFTWARE HOSTING	310.96	310.96	.00	(310.96)	.0
40-41-8415 COMPUTER SOFTWARE	771.89	771.89	3,000.00	2,228.11	25.7
40-41-8422 MINOR EQUIPMENT (FURNITURE <\$1	76.10	76.10	.00	(76.10)	.0
40-41-8424 POSTAGE	490.00	490.00	1,500.00	1,010.00	32.7
40-41-8425 OFFICE SUPPLIES	400.34	400.34	1,500.00	1,099.66	26.7
40-41-8439 EQUIPMENT RENTAL/LEASING	.00	.00	1,000.00	1,000.00	.0
40-41-8440 FACILITY MAINTENANCE - LANDSCA	1,305.18	1,305.18	3,000.00	1,694.82	43.5
40-41-8441 BUILDING MAINTENANCE	3,910.96	3,910.96	5,000.00	1,089.04	78.2
40-41-8451 INSURANCE - LIABILITY	.00	.00	3,500.00	3,500.00	.0
40-41-8453 INSURANCE - PROPERTY	.00	.00	1,000.00	1,000.00	.0
40-41-8466 PERMITS & FEES	.00	.00	2,000.00	2,000.00	.0
40-41-8481 UTILITIES/ELECTRICAL COST	5,627.28	5,627.28	20,000.00	14,372.72	28.1
40-41-8482 UTILITIES/WATER COST	4,036.67	4,036.67	12,000.00	7,963.33	33.6
40-41-8483 UTILITIES/WASTE COST	1,158.31	1,158.31	3,000.00	1,841.69	38.6
40-41-8495 CHEMICALS	1,303.51	1,303.51	3,000.00	1,696.49	43.5
40-41-8526 MISCELLANEOUS BANK CHARGES	686.94	686.94	2,000.00	1,313.06	34.4
40-41-8527 MISCELLANEOUS SERVICES & SUPPL	434.18	434.18	1,000.00	565.82	43.4
40-41-8528 MISCELLANEOUS REIMBURSABLE	100.00	100.00	.00	(100.00)	.0
40-41-8534 SPECIAL EXPENSE	46.64	46.64	300.00	253.36	15.6
40-41-8535 CREDIT MEMO	3,732.00	3,732.00	3,500.00	(232.00)	106.6
40-41-8539 COGS - COMMUNITY CENTER	19.72	19.72	200.00	180.28	9.9
40-41-8540 SWIM TEAM EXPENSES	3,416.69	3,416.69	8,000.00	4,583.31	42.7
40-41-8541 FOOD EXP	406.20	406.20	400.00	(6.20)	101.6
40-41-8542 BEVERAGE EXP	297.64	297.64	400.00	102.36	74.4
40-41-8543 PROGRAM FEES	6,158.55	6,158.55	20,000.00	13,841.45	30.8
40-41-8548 INTER-GOVERNMENTAL CHARGES	.00	.00	200.00	200.00	.0
TOTAL L&L 8 EXPENDITURE	188,892.02	188,892.02	600,107.16	411,215.14	31.5
TOTAL FUND EXPENDITURES	188,892.02	188,892.02	600,107.16	411,215.14	31.5
NET REVENUE OVER EXPENDITURES	(158,372.56)	(158,372.56)	85,099.80	243,472.36	(186.1)

TOWN OF DISCOVERY BAY
BALANCE SHEET
SEPTEMBER 30, 2014

L&L 9

ASSETS

41-1000	CASH IN COMBINED FUND	43,981.47	
41-1052	DUE FROM OTHER FUNDS	2,040.43	
41-1100	EQUIPMENT	5,085.49	
41-1105	LAND	35,847.00	
41-1130	ACCUMULATED DEPRECIATION	(26,197.45)	
41-1135	BUILDING & IMPROV	164,223.98	
41-1155	CIP - PARKS	8,565.74	
41-1160	CIP - STREETScape	1,922.78	
TOTAL ASSETS			235,469.44

LIABILITIES AND EQUITY

LIABILITIES

41-2000	ACCOUNTS PAYABLES	15,610.02	
41-2100	PAYROLL LIABILITIES	303.64	
41-2101	ACCRUED VACATION LIAB	3,525.56	
TOTAL LIABILITIES			19,439.22

FUND EQUITY

41-2500	INVESTED IN CAPITAL ASSETS	139,018.94	
UNAPPROPRIATED FUND BALANCE:			
41-2905	CONTRIBUTED CAPITAL	35,847.00	
41-2910	NET ASSETS - UNRESTRICTED	124,335.51	
41-2980	RETAINED EARNINGS	(56,463.52)	
	REVENUE OVER EXPENDITURES - YTD	(26,707.71)	
BALANCE - CURRENT DATE			77,011.28
TOTAL FUND EQUITY			216,030.22
TOTAL LIABILITIES AND EQUITY			235,469.44

TOWN OF DISCOVERY BAY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

L&L 9

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>L&L 9 REVENUE</u>					
41-31-5105 PROPERTY TAXES	.00	.00	114,000.00	114,000.00	.0
41-31-5177 REIMBURSEMENTS	467.18	467.18	4,000.00	3,532.82	11.7
41-31-5179 MISC	251.87	251.87	5,000.00	4,748.13	5.0
TOTAL L&L 9 REVENUE	719.05	719.05	123,000.00	122,280.95	.6
TOTAL FUND REVENUE	719.05	719.05	123,000.00	122,280.95	.6

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

L&L 9

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>L&L 9 EXPENDITURE</u>					
41-41-7000 SALARY & WAGES	6,523.01	6,523.01	33,424.56	26,901.55	19.5
41-41-7003 ER TAXES	474.60	474.60	3,713.84	3,239.24	12.8
41-41-7182 TRAVEL	.00	.00	500.00	500.00	.0
41-41-7197 TRAIN, MEET & EDUCATION	.00	.00	300.00	300.00	.0
41-41-7210 DUES & SUBSCRIPTIONS	.00	.00	200.00	200.00	.0
41-41-7225 MEMBERSHIPS	160.00	160.00	240.00	80.00	66.7
41-41-7271 CONSULTING SERVICES	.00	.00	4,100.00	4,100.00	.0
41-41-7286 LEGAL - GENERAL	.00	.00	1,000.00	1,000.00	.0
41-41-7301 ANNUAL AUDIT SERVICES	.00	.00	2,200.00	2,200.00	.0
41-41-7317 ADVERTISING	.00	.00	60.00	60.00	.0
41-41-7361 TELEPHONE - GENERAL	613.65	613.65	1,000.00	386.35	61.4
41-41-7362 TELECOM - NETWORKING	91.43	91.43	250.00	158.57	36.6
41-41-7363 TELEPHONE - CELLULAR	220.19	220.19	1,200.00	979.81	18.4
41-41-7376 ROAD/CONSTRUCTION MATERIALS (\$.00	.00	200.00	200.00	.0
41-41-7392 VEHICLE & EQUIPMENT - FUEL	675.21	675.21	2,500.00	1,824.79	27.0
41-41-7393 VEHICLE & EQUIPMENT SUP & REP	59.39	59.39	750.00	690.61	7.9
41-41-7406 GENERAL REPAIRS	.00	.00	100.00	100.00	.0
41-41-7409 INFO SYSTEM - MAINTENANCE	87.50	87.50	1,000.00	912.50	8.8
41-41-7410 EQUIPMENT MAINTENANCE	502.16	502.16	1,000.00	497.84	50.2
41-41-7413 MISCELLANEOUS SMALL TOOLS	340.95	340.95	600.00	259.05	56.8
41-41-7414 EQUIPMENT REPAIR	.00	.00	500.00	500.00	.0
41-41-7421 CLEANING SUPPLIES (HOUSEHOLD I	.00	.00	500.00	500.00	.0
41-41-7422 MINOR EQUIPMENT (FURNITURE <\$1	.00	.00	500.00	500.00	.0
41-41-7424 POSTAGE	.00	.00	50.00	50.00	.0
41-41-7425 OFFICE SUPPLIES	194.75	194.75	500.00	305.25	39.0
41-41-7439 EQUIPMENT RENTAL/LEASING	.00	.00	1,000.00	1,000.00	.0
41-41-7440 FACILITY MAINTENANCE - LANDSCA	9,308.73	9,308.73	25,250.00	15,941.27	36.9
41-41-7441 BUILDING MAINTENANCE	472.41	472.41	2,100.00	1,627.59	22.5
41-41-7451 INSURANCE - LIABILITY	.00	.00	1,200.00	1,200.00	.0
41-41-7469 PERSONAL PROTECTIVE EQUIPMENT	225.70	225.70	1,500.00	1,274.30	15.1
41-41-7481 UTILITIES/ELECTRICAL COST	189.37	189.37	1,350.00	1,160.63	14.0
41-41-7482 UTILITIES/WATER COST	7,104.13	7,104.13	20,000.00	12,895.87	35.5
41-41-7483 UTILITIES/WASTE COST	.00	.00	100.00	100.00	.0
41-41-7527 MISCELLANEOUS SERVICES & SUPPL	133.58	133.58	500.00	366.42	26.7
41-41-7532 MISCELLANEOUS	50.00	50.00	.00	(50.00)	.0
41-41-7534 SPECIAL EXPENSE	.00	.00	500.00	500.00	.0
41-41-7542 TAXES & ASSESSMENTS	.00	.00	1,000.00	1,000.00	.0
41-41-7545 REVENUE COLLECTION	.00	.00	600.00	600.00	.0
TOTAL L&L 9 EXPENDITURE	27,426.76	27,426.76	111,488.40	84,061.64	24.6
TOTAL FUND EXPENDITURES	27,426.76	27,426.76	111,488.40	84,061.64	24.6
NET REVENUE OVER EXPENDITURES	(26,707.71)	(26,707.71)	11,511.60	38,219.31	(232.0)

TOWN OF DISCOVERY BAY
BALANCE SHEET
SEPTEMBER 30, 2014

FINANCING AUTHORITY

ASSETS

50-1000	CASH IN COMBINED FUND	6,024,702.49	
50-1036	DEBT SERVICE - INSTALLMENT REC	22,250.00	
50-1063	DEBT ISSUANCE COST- PREPAID IN	60,802.10	
50-1160	CIP - WATER	768,402.85	
50-1170	STRUCTURES & IMPROV-SEWER	8,191,841.99	
	TOTAL ASSETS		15,067,999.43

LIABILITIES AND EQUITY

LIABILITIES

50-2000	ACCOUNTS PAYABLES	906,151.21	
50-2010	ACCRUED INTEREST PAYABLES	44,892.71	
50-2150	UNAMORTIZED BOND PREMIUM	347,423.53	
	TOTAL LIABILITIES		1,298,467.45

FUND EQUITY

50-2500	BOND LIABILITY	14,150,000.00	
	UNAPPROPRIATED FUND BALANCE:		
50-2980	RETAINED EARNINGS	(380,577.12)	
	REVENUE OVER EXPENDITURES - YTD	109.10	
	BALANCE - CURRENT DATE	(380,468.02)	
	TOTAL FUND EQUITY		13,769,531.98
	TOTAL LIABILITIES AND EQUITY		15,067,999.43

TOWN OF DISCOVERY BAY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

FINANCING AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FINANCING AUTHORITY REVENUE</u>					
50-31-5133 DIVIDEND REINVESTMENT	109.10	109.10	.00	(109.10)	.0
TOTAL FINANCING AUTHORITY REVENUE	109.10	109.10	.00	(109.10)	.0
TOTAL FUND REVENUE	109.10	109.10	.00	(109.10)	.0
NET REVENUE OVER EXPENDITURES	109.10	109.10	.00	(109.10)	.0

TOWN OF DISCOVERY BAY
 BALANCE SHEET
 SEPTEMBER 30, 2014
 COMMUNITY CENTER

ASSETS

60-1000	CASH IN COMBINED FUND	445,656.62	
60-1020	CERTIFICATE OF DEPOSIT (CD)	6,726.19	
60-1065	INVENTORY	4,578.98	
60-1100	EQUIPMENT	5,793.56	
	TOTAL ASSETS		462,755.35

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
60-2910	NET ASSETS - UNRESTRICTED	544,348.80	
60-2980	RETAINED EARNINGS	(81,450.95)	
	REVENUE OVER EXPENDITURES - YTD	(142.50)	
	BALANCE - CURRENT DATE	462,755.35	
	TOTAL FUND EQUITY		462,755.35
	TOTAL LIABILITIES AND EQUITY		462,755.35

TOWN OF DISCOVERY BAY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

COMMUNITY CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY CENTER EXP</u>					
60-41-7526 MISCELLANEOUS BANK CHARGES	142.50	142.50	.00	(142.50)	.0
TOTAL COMMUNITY CENTER EXP	142.50	142.50	.00	(142.50)	.0
TOTAL FUND EXPENDITURES	142.50	142.50	.00	(142.50)	.0
NET REVENUE OVER EXPENDITURES	(142.50)	(142.50)	.00	142.50	.0



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 5, 2014

Prepared By: Gregory Harris, HERWIT, District Engineer

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Lift Station "G" Rehabilitation Control Panel Purchase

Recommended Action

That the Board authorize the purchase one control panel for the Lift Station "G" Rehabilitation Project from Telstar, LLC, in the amount of \$32,762.00 plus tax; and authorize the General Manager to execute all purchase documents

Executive Summary

Lift Station "G" is one of the original sanitary sewer pump stations in the Town. The lift station has been reliable and has been in operation for more than 40 years. However, due to its age and the limited amount of prior work, Veolia and the Wastewater Subcommittee identified Lift Station G as a priority at the beginning of this fiscal year. The current FY 2014-15 CIP Budget includes \$100,000.00 for this work. The pre-purchase of the control panel is the critical component of this project due to the long lead time in order to purchase it and have it onsite for installation.

The project includes (amongst other items) replacement of the control panel, wiring, a new electrical service and SCADA control. The project is anticipated to be out to bid in December. Once a contractor is selected, award of construction to the low bid contractor will be brought back to the board for approval. Purchase of the control panel is the first construction step of this project. However, unlike Lift Station "F", which required pump replacement and station rehabilitation, this is a much small project consisting of electrical and SCADA work.

Staff recommends that the control panel be purchased at this time. Once purchased, the control panel will take approximately 90 days to arrive. Telstar provided the panel for the Secondary Oxidation Ditch project also purchased through Veolia.

Purchase of the panel will be made through Veolia since they have existing contracts in place with Telstar. The Town will reimburse Veolia.

Fiscal Impact:

Amount Requested \$ 32,762.00 plus freight

Sufficient Budgeted Funds Available?: YES (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. XX -or- CIP# LS G

Previous Relevant Board Actions for This Item

June 18, 2014: Adoption of FY 2013-14 CIP

Attachments

Telstar, LLC. Proposal

AGENDA ITEM: F-5



Contractor License #422364

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SALES & SERVICE
SCADA • PLC/HMI • Telemetry • Calibration • Maintenance**

October 29, 2014

To: **Herwitt Engineering
6200 Center St., Ste. 310
Clayton, CA 94517**

Attn: **Gregory Harris**
 Proj: **Discovery Bay Community Services District, Lift Station G**
 Subj: **Duplex Panel Proposal**
 Quote #: **26463 Rev. 3**

The following **SCOPE OF SUPPLY** references the drawings listed below:

Dwgs PS G 10-3-14; HDBpsg - E-3(10-7-14) and HDBpsg - N-3 (10-7-14)

Please note: Referencing a particular drawing does not imply that all items in that drawing are included. **Items not specifically itemized in our scope of supply are excluded.**

By accepting this proposal from Telstar you agree to treat this as confidential information.

Pump Station G Duplex Panel

Item	Qty	Description
1	1 Lot	Submittals
2	1 Lot	Construction & Drawings for Telstar Supplied Equipment
3	1 Lot	Delivery to JOBSITE ONLY.

Controls and Communications

Item	ID/Qty	Description	Spec	Service/Comments	DWG
Pump Panel					
4	1	Pump Duplex Panel -Metered Panel for PG&E Service, 125 amp - NEMA 3R, SS 304 Material - PLC - AB 1400 - HMI - C-More 6" Color Touch Screen - Ethernet Switch - NTRON 108TX - (2) Size 1 Starters w Solid State OL - CBs, as shown on single line dwg - LIT; Pulsar Facia mount with DB 10 - UPS, 300 VA, Triplite - Generator Receptacle; Appleton - Term Blocks, PS Recep and accsr.	NA	Pump Duplex Panel	E-4
Pump Termination Panel and Meter Pedestal					
5	1	Pump Termination Panel; SS 304,	NA	Termination Panel	E-4
6	2	Float Switches, SPDT w 30 ft cable	NA		
Spare Equipment					
7		All I/O Types are wired to terminals Recommended Spare Parts List	NA	PLC Spares	N/A

I & C Services

Item	Qty	Description	Spec
9	1 Lot	Telstar Services Include:	NA
		- Drawing Submittals	
		- Testing of PLC Panel (FAT)	
		- Demonstration Testing as required	
		- PLC Programming	N-3
		- Training & Commissioning (8 hours)	

Pump Panel, Pump Termination Panel & Meter Pedestal.....\$ 32,762.00 NET
 Includes Sales Tax, Standard Shipping & Handling.

Alternate - Replace Pulsar with Siemens HydroRanger..... \$ 32,005.00 NET

CLARIFICATIONS:

- Bonding is **EXCLUDED**. Contact Telstar for bonding quote.
- As a Control System Integrator/Instrument System Supplier, Telstar will only accept a purchase order (not sub-contractor contract) for this project.
- Quotation is to **FURNISH ONLY**. No installation labor or material is included.
- Delivery only provided by Telstar, FOB factory. Storage and handling are by **OTHERS**.
- Submittals delivered 20-30 working days after receipt of purchase order unless specified differently above.
- Shipping information offered is based on vendor manufacturing schedules at time of quotation. Final schedules are available after receipt of an order.
- Telstar's quotation includes only those items listed above. Contractor/Owner requests for additions/deletions from our Scope of Supply may require a change in our price.

EXCEPTIONS/EXCLUSIONS (unless specifically noted above):

- Pump protective relay is excluded at this time. It can be provided for additional compensation, however, the specific desired relay needs to be identified.
- Installation of any equipment **is EXCLUDED**.
- Process piping, valves and pilot devices, and fittings **is EXCLUDED**.
- Electrical conduit, cabling and wiring, terminations, and ring-out of wiring **is EXCLUDED**.
- Excavating of any kind, rebar, pouring/finishing of concrete, paving, and asphalt **is EXCLUDED**.
- We assume **NO responsibility** for performance, applicability, start-up, testing, or acceptance of any equipment **NOT furnished by Telstar**.
- Factory training **is EXCLUDED**.
- Special mounting brackets **are EXCLUDED**.
- Sun Shades **are EXCLUDED**.
- Field mounted disconnects and hand stations **are EXCLUDED**.
- All pull boxes and junction boxes **are EXCLUDED** except Pump Termination Enclosure.
- All Electrical Testing and Studies **are EXCLUDED**. Short Circuit, Coordination and Arc Flash Studies are available for additional compensation.
- All Seismic Calculations **are EXCLUDED**.
- Electrical Systems Analysis **is EXCLUDED**.
- Antenna mast **is EXCLUDED**.
- Supply and installation of Security System **is EXCLUDED**.
- SCADA supply, installation and programming **is EXCLUDED**.

18. MCC, Switchboards, Panelboards, ATS, VFDs, Transformers or any other type of Power Equipment **is EXCLUDED.**
19. Fiber-Optic Cable Installation, Termination, Testing and Certification **is EXCLUDED.**
20. Cost of bid items based on purchase of **all items** listed in scope. Any deletion/exclusion of any one bid item or more could result in an **increase** in cost of other bid items.
21. Any power cable outside and/or between equipment such as the Generator, MCC, SWBD or ATS **is EXCLUDED.**

TERMS AND CONDITIONS:

Base Terms: Quotation is valid for 30 days from above date. Our terms are due and payable 30 days from date of invoice. Payments must be made on a minimum of a monthly basis. If payment is not received by the 30th day, a .05% daily service charge (18-3/4% per annum) will be charged on all accounts past due. Attorney's fees, court costs and costs of collection will be paid to prevailing party. Permits and bonding are excluded unless otherwise noted herein. Our standard insurance applies unless agreed to in writing by Telstar. We accept no responsibility for consequential damages and our standard warranty applies. Please reference the above stated quote number in all correspondence and purchase orders. Unless otherwise noted, this quote is based on standard straight time hours and does not include any prevailing wage rates unless agreed in writing by Telstar. Only original or faxed copies of quotes will be honored by Telstar, e-mailed quotes are not valid. The price quoted herein is for the labor and materials specifically listed within the body of this quote. Service calls carry a 4-hour minimum per person. Cancellation charges apply including engineering, labor, materials, quote and estimating time, markup, % of profit, return goods fees, etc. at the time of written cancellation notice to Telstar.

Limitation of Liability: (a) In no event shall Telstar Instruments Inc (Telstar), its suppliers or subcontractors be liable for special, indirect, incidental or consequential damages, whether in contract, warranty, tort, negligence, strict liability or otherwise, including, but not limited to, loss of profits or revenue, loss of use of the Equipment or any associated equipment, cost of capital, cost of substitute equipment, facilities or services, downtime costs, delays, and claims of customers of the Purchaser or other third parties for any damages. Telstar's liability for any claim whether in contract, warranty, tort, negligence, strict liability, or otherwise for any loss or damage arising out of, connected with, or resulting from this Agreement or the performance or breach thereof, or from the design, manufacture, sale, delivery, resale, repair, replacement, installation, technical direction of installation, inspection, operation or use of any equipment covered by or furnished under this Agreement, or from any services rendered in connection therewith, shall in no case exceed one-fourth (1/4) of the purchase price allocable to the Equipment or part thereof or Services which gives rise to the claim. (b) All causes of action against Telstar arising out of or relating to this Agreement or the performance or breach hereof shall expire unless brought within one year of the time of accrual thereof. (c) In no event, regardless of cause, shall Telstar be liable for penalties or penalty clauses of any description or for indemnification of Purchaser or others for costs, damages, or expenses arising out of or related to the Equipment and/Services.

Force Majeure: Telstar shall neither be liable for loss, damage, detention or delay nor be deemed to be in default for failure to perform when prevented from doing so by causes beyond its reasonable control including but not limited to acts of war (declared or undeclared), Acts of God, fire, strike, labor difficulties, acts or omissions of any governmental authority or of Purchaser, compliance with government regulations, insurrection or riot, embargo, delays or shortages in transportation or inability to obtain necessary labor, materials, or manufacturing facilities from usual sources or from defects or delays in the performance of its suppliers or subcontractors due to any of the foregoing enumerated causes. In the event of delay due to any such cause, the date of delivery will be extended by period equal to the delay plus a reasonable time to resume production, and the price will be adjusted to compensate Telstar for such delay.

Cancellation: Any order may be cancelled by Purchaser only upon prior written notice and payment of termination charges, including but not limited to, all costs identified to the order incurred prior to the effective date of notice of termination and all expenses incurred by Telstar attributable to the termination, plus a fixed sum of ten (10) percent of the final total price to compensate for disruption in scheduling, planned production and other indirect costs.

Entire Agreement: This Agreement constitutes the entire agreement between Telstar and Purchaser. There are no agreements, understandings, restrictions, warranties, or representations between Telstar and Purchaser other than those set forth herein or herein provided.

Bonding: Cost of Bonding is not included. Contact Telstar for a quote if bonding is required.

Sincerely,

Alan D. Strong

Alan D. Strong
Telstar Instruments, Inc.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 5, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Adoption of Resolution 2014-25 Establishing an Administrative Fee Schedule for Water and Recreation Related Services

Recommended Action

Adopt Resolution 2014-25 Establishing Administrative Fees Regarding Water and Recreation Related Services

Executive Summary

The Board has previously adopted a series of fee schedules associated with fees the Town charges for services. This proposed fee schedule only consolidates those fees into one location for ease of access, and moving forward, will provide for a more streamlined approach to making changes and locating those fees charged.

The only change to the schedule is the addition of the charge for water meters and meter registers, at cost plus 10%. Currently, the fees are established at cost, and to be repaid over a 12 month period from the property owner. This was originally implemented when the Town rolled out water meters to a portion of Town back in 2002.

The fees will become effective immediately with the passage of Resolution No. 2014-25.

Fiscal Impact:

Amount Requested

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

Water and Sewer Capacity Fees (UPDATED OCT 2014)
Resolution 2014-25

AGENDA ITEM: F-6



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2014-25

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING ADMINISTRATIVE FEES REGARDING WATER AND RECREATION SERVICES**

WHEREAS, Town of Discovery Bay Community Services District (District) owns and maintains the water distribution system located within Discovery Bay; and

WHEREAS, the District incurs administrative expenses (“Expenses”) when addressing water service customers that are not in compliance (“Compliance”) with the District’s service fee schedule, including, additional administrative costs associated with late payments and disconnection or reconnection of service; and

WHEREAS, the District desires to charge an administrative fee (“Administrative Fee”) to those customers that cause the District to incur the Expenses; and

WHEREAS, the District also desires to establish the reimbursement cost of water meters, including landscape commercial and residential at the cost of the water meter and required register at cost plus 10%; and

WHEREAS, the District desires to establish an Administrative Fee Schedule to recover the estimated actual Expenses the District incurs as a result of customers not in Compliance; and

WHEREAS, pursuant to District Ordinance No. 21, the District may establish fees, including an Administrative Fee, by resolution; and

WHEREAS, the District has previously established fees and for Recreation related services and fees.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Board hereby adopts the Administrative Fee Schedule for water and recreation services, attached hereto.

SECTION 2. That any fee schedule modifications, adjustments, or changes incorporated into this action shall remain in effect until such time as modified, adjusted, changed, or eliminated.

SECTION 3. Any prior fee schedule modifications, adjustments, or changes previously adopted and which are included as a part of this action are hereby rescinded.

SECTION 4. That this Resolution shall become effective immediately with the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 5th DAY OF NOVEMBER, 2014.

Mark Simon
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on November 5, 2014, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay Community Services District
Water and Sewer Service Fee Schedule

Water Service Fees and Charges

Description of Fees	Fee Amount
Late Charge	10% (After 60 days)
Disconnect Fee	\$50.00
Processing and Service Restoral Fee	\$50.00
Trip Charge & Door Hanger Fee (During Business Hours)	\$25.00
Returned Check Fee	\$30.00
Tampering Fee	\$100.00 + Parts and Labor



Town of Discovery Bay Community Services District
 Water and Sewer Service Fee Schedule

Residential Capacity Fees and Charges

Description of Fees	Fee Amount
Plan Review Fee	N/A
Permit Fee - Residential	\$50.00/Permit
Sewer Connection Fee - Residential	\$100.00
Water Connection Fee - Residential	\$100.00
Inspection Fee: Water - Residential	\$160.00
Inspection Fee: Sewer - Residential	\$160.00
Capacity Fee: Water - Residential	\$4,700.00
Capacity Fee: Sewer - Residential	\$12,420.00
Water Meter Fee: Residential	Cost plus 10%
Register Fee: Residential	Cost plus 10%



Town of Discovery Bay Community Services District
Water and Sewer Service Fee Schedule

Commercial Capacity Fees and Charges

Description of Fees	Fee Amount
Permit Fee - Commercial	\$50.00/ Permit
Sewer Connection Fee - Commercial	\$100.00
Water Connection Fee - Commercial	\$100.00
Inspection Fee: Water - Commercial	\$160.00
Inspection Fee: Sewer - Commercial	\$160.00
Capacity Fee: Water – Commercial (per 1,000 gal/day demand)	\$8,810.00
Capacity Fee: Sewer - Commercial (per 1,000 gal/day avg day flow)	\$37,060.00
Water Meter Fee: Commercial	Cost plus 10%
Register Fee: Commercial	Cost plus 10%

EXAMPLES

Small Office (Minimum Charge)

Water (200 gal/day demand)	\$1,762	(\$8,810 x (200 gal/1,000 gal))
Wastewater (180 gal/day avg day flow)	<u>\$6,671</u>	(\$37,060 x (180 gal/1,000 gal))
Total Capacity Fee	\$8,433	

4-Unit Shopping Center

Water (2,000 gal/day demand)	\$17,620	(\$8,810 x (2,000 gal/1,000 gal))
Wastewater (1,800 gal/day avg day flow)	<u>\$66,708</u>	(\$37,060 x (1,800 gal/1,000 gal))
Total Capacity Fee	\$84,328	



Town of Discovery Bay Community Services District
Water and Sewer Service Fee Schedule

Irrigation Capacity Fees and Charges

Description of Fees	Fee Amount
Permit Fee - Irrigation Only	\$50/ Permit
Water Connection Fee - Irrigation Only	\$100/ Connection
Inspection Fee: Water - Irrigation Only	\$100.00
Capacity Fee: Water - Irrigation Only	\$8,810.00
Water Meter Fee: Water- Irrigation Only	Cost plus 10%
Register Fee: Water- Irrigation Only	Cost plus 10%



Town of Discovery Bay Community Services District
Water and Sewer Service Fee Schedule

Park Rental Fees

Description of Fees	Resident Fee	Non-Resident Fee	Non-Profit Fee	Organization/League Fee	Rental Deposit
Cornell Park –Tennis/Pickle Ball Court	\$5.00hr	\$7.50hr	\$5.00hr	\$7.50hr	\$50.00
Half Day (6 hours)	\$25.00	\$37.50	\$25.00	\$37.50	
Full Day	\$50.00	\$75.00	\$50.00	\$75.00	
Cornell Park Baseball Field	\$5.00hr	\$7.50hr	\$5.00hr	\$7.50hr	\$100.00
Half Day (6 hours)	\$25.00	\$37.50	\$25.00	\$37.50	
Full Day	\$50.00	\$75.00	\$50.00	\$75.00	
Cornell Park Soccer Field	\$3.50hr	\$5.25hr	\$3.50hr	\$5.25hr	\$50.00
Half Day (6 hours)	\$17.50	\$26.25	\$17.50	\$26.50	
Full Day	\$35.00	\$50.00	\$35.00	\$50.00	
Cornell Park Bocce Court	\$3.50hr	\$5.25hr	\$3.50hr	\$5.25hr	\$25.00
Half Day (6 hours)	\$17.50	\$26.25	\$17.50	\$26.50	
Full Day	\$35.00	\$50.00	\$35.00	\$50.00	
Cornell Park Horseshoe Pit	\$3.50hr	\$5.25hr	\$3.50hr	\$5.25hr	\$25.00
Half Day (6 hours)	\$17.50	\$26.25	\$17.50	\$26.50	
Full Day	\$35.00	\$50.00	\$35.00	\$50.00	
Ravenswood-Picnic Area 1 or 2	\$6.00hr	\$8.50hr	\$8.50hr	\$6.00hr	\$50.00
Half Day (6 hours)	\$30.00	\$42.50	\$30.00	\$42.50	
Full Day	\$60.00	\$85.00	\$60.00	\$85.00	
Ravenswood – Soccer Field	\$3.50hr	\$5.25hr	\$3.50hr	\$5.25hr	\$50.00
Half Day (6 hours)	\$17.50	\$26.25	\$17.50	\$26.50	
Full Day	\$35.00	\$50.00	\$35.00	\$50.00	



Town of Discovery Bay Community Services District
 Water and Sewer Service Fee Schedule

Park Rental Fees Cont.

Description of Fees	Resident Fee	Non-Resident Fee	Non-Profit Fee	Organization/League Fee	Rental Deposit
DBCC –Tennis Courts per court	\$5.00hr	\$7.50hr	\$5.00hr	\$7.50hr	\$50.00
Half Day (6 hours)	\$25.00	\$37.50	\$25.00	\$37.50	
Full Day	\$50.00	\$75.00	\$50.00	\$75.00	
DBCC – BBQ Area	\$7.50hr	\$10.00hr	\$7.50hr	\$10.00hr	\$50.00
Half Day (6 hours)	\$37.50	\$50.00	\$37.50	\$50.00	
Full Day	\$75.00	\$100.00	\$75.00	\$100.00	



Town of Discovery Bay Community Services District
Water and Sewer Service Fee Schedule

Facility Rental Fees

Description of Fees	Private Fee	Non-Profit Fee	Commercial Fee	Rental Deposit
DBCC – Reception Area				
Week Day (M-F)	\$37.50hr	\$28.50hr	\$49.00hr	\$200
Weekend (Sat & Sun)	\$45.00hr	\$34.50hr	\$59.00hr	\$200
DBCC – Arts Room				
Week Day (M-F)	\$29.00hr	\$22.00hr	\$38.00hr	\$200
Weekend (Sat & Sun)	\$35.00hr	\$26.50hr	\$45.75hr	\$200
DBCC – Multi-Purpose Room				
Week Day (M-F)	\$29.00hr	\$22.00hr	\$38.00hr	\$200
Weekend (Sat & Sun)	\$35.00hr	\$26.50hr	\$45.75hr	\$200
DBCC- Swimming Pool (0-60people)				
Week Day (M-F)	\$150.00hr	\$120.00hr	\$195.00hr	\$200
Weekend (Sat & Sun)	\$150.00hr	\$120.00hr	\$195.00hr	\$200
DBCC- Swimming Pool (60+people)				
Week Day (M-F)	\$165hr	\$135.00hr	\$210.00hr	\$200
Weekend (Sat & Sun)	\$165hr	\$135.00hr	\$210.00hr	\$200
Staff Fee for rentals outside of DBCC operating hours	\$15hr	\$15hr	\$15hr	N/A



Town of Discovery Bay Community Services District
Water and Sewer Service Fee Schedule

Recreation Program & Equipment Fees

Description of Fees	Fee Amount	Deposit
River Otters Swim Team	\$375.00 per swimmer	
Adult Softball League	\$625.00 per team	
Adult Bocce Ball League	\$99.00 per team	
Bocce Ball Equipment	Free with rental	\$25.00
Horse Shoe Equipment	Free with rental	\$25.00
Pool Entry		
General 3-54yrs	\$3.00	
Seniors 55+	\$2.00	
Children 2 and under	Free	
Groups 10 or more	\$2.00 per person	
Last 90 minutes	\$1.50	
Individual Season Pass	\$35.00	
Family of 4 season pass	\$120.00	
Extra Family Member	\$24.00	



Town of Discovery Bay Community Services District
 Water and Sewer Service Fee Schedule

Cancellation Fees

Facility Rental Cancellations	Fee	Deposit Returned
60 or more Business days prior to rental	\$0	Yes
Less than 60 days but more than 30 days prior to rental	25% of total fee	Yes
Less than 30 days, but more than 15 days prior to event	50% of total fee	Yes
Less than 15 days	100% of total Fee	Yes

Park Rental Cancellations	Fee	Deposit Returned
5 or more Business days prior to rental	\$0	Yes
4 Business days or Less prior to rental	100% of fee	Yes

Recreation Program Cancellations	Fee
Swim Team – before end of orientation week	\$40
Swim Team – after orientation week	100% of fee
Recreation Programs – before start of program	\$7.00
Recreation Programs – after start of class	100% of fee



Town of Discovery Bay Community Services District
Water and Sewer Service Fee Schedule

Special Alcohol Permit Fees

Special Alcohol Permit	Fee
1-50 Attendees	\$50
51-100 Attendees	\$75
100+ Attendees	\$100



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 5, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager

Agenda Title

Award of Contract to Koff and Associates to conduct a Classification and Compensation Study

Recommended Action

That the Board: 1) Award Contract to Koff and Associates to conduct a Classification and Compensation Study in an amount not to exceed \$14,706.00 and 2) authorize the General Manager to execute contract documents.

Executive Summary

During the preparation of the FY 2014-15 operating budget, staff discussed with the Budget Subcommittee, as well as the entire Board at the June 11, 2014 Budget Workshop, the inclusion of funds to conduct an updated Classification and Compensation Study.

The last time the Town completed a Class and Compensation Study was in early 2011. At the time, that study initiated the pay structure that is currently in place, along with salary ranges, benchmark positions, and comprehensive job descriptions. The study was completed by a human resources professional by way of contract. In an effort to conserve costs, a final formal report was not completed, but all the major components of the study took place, including identifying comparable agency comparisons, interviews with employees to identify their respective job functions (which led to the job descriptions), and job/pay equity bands (which led to the establishment of salary ranges).

Classification and Compensation Studies (C&C's) are utilized by public agencies to study current labor markets and provide new information to determine whether the organization's pay structure is appropriate to the jobs being performed, or require modifications to jobs and or equity based upon organizational changes that may have occurred since the prior study was completed. The study will provide the board with a series of recommendations as to whether the organization's current compensation structure, policies and personnel practices are effective, or if they need to be updated and adjusted. The final report will provide an evaluation of current job classifications, and whether or not they are structured in such a way to efficiently carry out the duties of the positions, or if new job classes, mergers of existing classes or the re-titling of classes as more appropriate descriptors of the work performed. The final report will include a complete update of current job descriptions, salary ranges, recommendations, and equity bands.

Staff evaluated two different companies that perform this type of work, both who do business in California, and predominately for public agencies. Koff and Associates was selected based upon the recommendations of clients. Recent studies performed in this region of California was earlier this year for the Mountain House Community Services District and ongoing work for the City of Tracy.

Fiscal Impact:

Amount Requested \$14,706.00
Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)
Prog/Fund # Category: Pers. X Opt. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Adoption of FY 2014-15 Operating Budget

Attachments

Koff and Associates Proposal for Services

AGENDA ITEM: G-1



Classification and Compensation Study Proposal

Town of Discovery Bay Community Services
District

Koff & Associates

Katie Kaneko

President

Hollis Street, Suite 5

Emeryville, CA 94608

(Work will be provided out of the Emeryville Office)

www.koffassociates.com

E: kkaneko@koffassociates.com

P: 510.658.5633

T: 800.514.5195

F: 510.652.5633





Classification and Compensation Study Proposal

Town of Discovery Bay

October 21, 2014

Mr. Rick Howard
Town of Discovery Bay CSD
1800 Willow Lake Road
Discovery Bay, CA 94505-5376

Dear Mr. Howard:

Thank you for the opportunity to respond to your request for proposals for a Comprehensive Compensation Study for the Town of Discovery Bay. Our understanding is that the District is seeking a qualified professional service firm to provide comprehensive salary and benefit compensation study to ensure that the salary and benefit package offered by the District is in line with comparable communities and organizations. We are most interested in assisting the District with this important project.

Koff & Associates is an experienced Human Resources consulting firm that has been conducting similar studies for cities, special districts, counties, courts, higher education institutions, and other public agencies throughout California for almost thirty years. The firm is a woman-owned California small business corporation and has achieved a reputation for working successfully with management, employees, and union representatives. We believe in a high level of dialogue and input from study stakeholders and our proposal speaks to that level of effort. That extra effort has resulted in close to *100% implementation* of all of our classification and compensation studies.

Koff & Associates is a small firm (team consists of eleven staff) that accepts only as much work as our own staff can handle. This ensures a high level of quality control, excellent communication between clients and our office, commitment to meeting timelines and budgets, and a consistent high-caliber work product.

The proposal is a firm and irrevocable offer for ninety (90) days.

I will assume the role of Project Director and be responsible for the successful completion of this project. Also, George Krammer is Chief Executive Officer and can also be contacted. We can both be reached at the Emeryville address, phone number, and fax number listed below. Katie's email address is kkaneko@koffassociates.com and Georg's email address is gkrammer@koffassociates.com.

Please call if you have any questions or wish additional information. We look forward to the opportunity to provide professional services to the Town of Discovery Bay.

Sincerely,

A handwritten signature in purple ink, appearing to read 'Katie Kaneko'.

Katie Kaneko
President

Koff & Associates



Table of Contents

Understanding of the Project	1
Study Objectives	2
Work Plan and Methodology	4
Project Completion Schedule	15
Insurance Requirements	17
Firm Qualifications and Experience	18
Engagement Partner/Manager and Staff Qualifications	19
References	23
Key Differentiators	25
Post-Implementation Consultation and Support	26
Delegation of Subcontract Responsibilities	27
Cost Proposal	28
Signature Page	30



UNDERSTANDING OF THE PROJECT

The Town of Discovery Bay desires human resources consulting assistance to conduct an objective job evaluation/classification study, comprehensive salary and benefits compensation survey, and development of compensation systems for all of its job classifications in order to make recommendations regarding the appropriateness, internal equity, and external competitiveness of its classification and compensation system. The District currently has approximately fourteen (14) year-round employees allocated to approximately twelve (12) classifications.

The study's purpose will be to review the District's classification and compensation structure and to conduct a comprehensive compensation market survey using a set of appropriate comparator agencies. The first step will be to review the current classification (or job) descriptions and interview position incumbents in order to understand the true scope of the position since many positions encompass multiple jobs. It is understood that the identification of comparator agencies, benchmark classifications, and benefits data to be collected is an iterative process that includes all stakeholders. We have found this open discussion philosophy to be critical to our success for organizational buy-in. Once the external data development is completed, we will make specific recommendations for internal equity for non-benchmarked classifications and classifications without a large enough market sampling.

The compensation study will contain specific recommendations regarding a salary schedule and the integration of all study classifications into a clearly designed, internally equitable format that is flexible for career opportunity and future growth. Our report(s) will make recommendations regarding a salary structure that takes the District's compensation preferences into consideration and regarding the appropriate placement of each classification on that salary schedule.

The study includes a significant number of meetings with Human Resources, management, employees, and the Board of Directors, if desired. We have expertise in labor/management relations and understand the importance of active participation by all stakeholders to ensure a successful outcome. The meetings and "stakeholder touch-points" that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information and improve a collaborative and interactive approach that will result in greater buy-in for the study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of Koff & Associates' studies.



STUDY OBJECTIVES

Classification Objectives

- To analyze and update the District's classifications and each study position's classification description and structure through a comprehensive process of job analysis and evaluation, including review of existing documentation, Position Description Questionnaire completion, employee interviews, management interviews, analysis of existing positions and working situations, analysis of levels of duties and responsibilities, and other professional methods, as appropriate;
- To recommend each study position for title change or reclassification (as appropriate), create new classifications (if applicable), eliminate outdated classifications (if applicable), and consolidate classifications assigned to similar functional areas (as appropriate);
- To provide for growth and flexibility of assignment within the new classification structure, where feasible, in recognition that some job duties and responsibilities may evolve over time, as well as adequate career paths and class series/job families that will foster career service within the District;
- To clearly state definitions of job classifications, the essential and non-essential duty statements, and minimum requirements and preferred requirements such as education, prior work experience, knowledge, skills, abilities, and physical requirements;
- To provide a classification structure that ensures regulatory compliance, including allocation of each selected study position to the correct classification with appropriate FLSA designation, as well as, meeting Federal ADA regulations;
- To provide for adequate educational, review, and appeal processes that will result in a product that is understood by all levels of personnel and is internally equitable;
- To ensure consistency with the concepts adopted in the District-wide Classification Plan; and
- To ensure sufficient documentation throughout the study, including classification concepts, distinguishing characteristics, and final reports and recommendations to guide the organization in implementing, managing and maintaining the classification system.

Compensation Objectives

- To make recommendations regarding a list of appropriate comparator agencies, benchmark classifications, and benefits to be collected prior to beginning the compensation portion of the study;
- To collect accurate salary and benefits data from the approved group of comparator agencies and to ensure that the information is analyzed in a manner that is clear and comprehensible to your Board of Directors, Human Resources, management, and employees;
- To carefully analyze the scope and level of duties and responsibilities, requirements for successful work performance, and other factors for survey classes according to generally accepted compensation practices;
- To review the District's compensation structure and practices, recommend changes as appropriate, and develop a compensation plan that will assist the District to recruit, motivate, and retain competent staff;



- To develop solutions to address pay equity issues, analyze the financial impact of addressing pay equity issues, and create a market adjustment implementation strategy supporting the organization's goals, objectives, and budget considerations;
- To evaluate benefit offerings in the labor market and make recommendations for better alignment and/or different benefit offerings as indicated by the analysis and best practices;
- To create an inclusive final report summarizing the administrative and process methodologies, analytical tools, findings, and recommended compensation structure;
- To recommend appropriate internal salary relationships and allocate classes to salary ranges in a comprehensive salary range plan; and
- To ensure sufficient documentation and training throughout the study so that our recommendations can be implemented in a competent and fair manner.

Overall Objectives

- To review and understand all current documentation, rules, regulations, policies, procedures, budgets, class descriptions, organizational charts, personnel policies, memoranda of understanding, wage and salary schedules, and related information so that our recommendations can be operationally incorporated with a minimum of disruption;
- To conduct start-up study project team meetings with Human Resources, management, employees, and others to discuss any specific concerns with respect to the development of compensation plans; finalize study plans and timetables; conduct employee orientation sessions with management and staff in order to educate and explain the scope and process of the study and describe what are and are not reasonable study expectations and goals;
- To work collaboratively and effectively with the District and its stakeholders while at the same time maintaining control and objectivity in the conduct of the study;
- To develop a compensation structure that meets all legal requirements, is totally non-discriminatory, and easily accommodates organizational change and growth;
- To document all steps in the process and provide documentation and training for Human Resources in compensation analysis methodologies so that the District can integrate, maintain, administer, and defend any recommended changes after the initial implementation and in the future; and
- To provide effective ongoing communications throughout the duration of the project and continued support after implementation.



WORK PLAN AND METHODOLOGY

This section of the proposal identifies the actual work scope. We believe that our detailed explanation of methodology and work tasks clearly distinguishes our approach and comprehensiveness.

A. INITIAL DOCUMENTATION REVIEW/MEETINGS WITH STUDY PROJECT TEAM & MANAGEMENT STAFF

This phase includes identifying the client project team, contract administrator, and reporting relationships. Our team will conduct an orientation and briefing session with the study project team to explain process and methodology; create the specific work plan and work schedule; identify subsequent tasks to be accomplished; reaffirm the primary objectives and specific end products; determine deadline dates for satisfactory completion of the overall assignment; determine who will be responsible for coordinating/scheduling communications with management, employees, and the Board of Directors; and develop a timetable for conducting the same.

Included in this task will be the gathering of written documentation and assembling current class descriptions, organizational charts, salary schedules, budgets, personnel policies, memoranda of understanding, previous classification and compensation studies, and any other relevant documentation to gain a general understanding of the District operations.

The District's terminology and methods of current classification and compensation procedures will be reviewed. We will discuss methodology and agree to a compensation format and identify appropriate comparator agencies, benchmark classifications to be surveyed, and benefits to be collected. We will respond to questions.

B. IDENTIFY COMPARATOR AGENCIES, BENCHMARK CLASSIFICATIONS, AND BENEFITS TO BE COLLECTED

During the initial meeting with the study project team, we will discuss the compensation study factors that need to be agreed upon. We will identify appropriate comparator agencies that will be included in the external market survey, which will be the foundation of ensuring that the District's salaries for the studied classifications are competitively aligned with the external labor market. We will also identify those classifications that will be surveyed in the market (i.e., benchmark classifications), with the intention of internally aligning the remaining classifications with those that were surveyed. Finally, we will determine/confirm the list of benefits that the District wants to be included in the total compensation data gathering process.

1. Determination of Comparator Agencies

The selection of comparator agencies is considered a critical step in the study process. Using the following factors to identify appropriate comparators, we will receive approval before proceeding with the compensation survey.

Our recommended methodology is that we involve the study project team, management, employees, and the Board of Directors in the decision-making process of agreeing as to which



agencies are included, **PRIOR** to beginning the study. Our experience has shown that this is the most successful approach. During this iterative process, The Town of Discover Bay's current/previous list of comparators and the advantages/disadvantages of including them/others will be discussed. The factors that we review when selecting and recommending appropriate comparator agencies include:

- **Organizational type and structure** – While various organizations may provide overlapping services and employ some staff having similar duties and responsibilities, the role of each organization is somewhat unique, particularly in regard to its relationship to the citizens it serves and level of service expectation.
- **Similarity of population served, agency demographics, agency staff, and operational and capital improvement budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
- **Scope of services provided** – While having an organization that provides all of the services at the same level of citizen expectation is ideal for comparators, as long as the *majority* of services are provided in a similar manner, sufficient data should be available for analysis.
- **Labor market** – The reality of today's labor market is that many agencies are in competition for the same pool of qualified employees. Individuals often do not live in the community they serve. Therefore, the geographic labor market area (where the District may be recruiting from or losing employees to) will be taken into consideration when selecting potential comparator organizations.
- **Cost of living** – The price of housing and other cost-of-living related issues are some of the biggest factors in determining labor markets. We will review overall cost of living of various geographic areas, median house prices, and median household incomes to determine the appropriateness of various potential comparator agencies.

We typically recommend using ten to twelve (10-12) comparator agencies for all classifications, but we are flexible to use a different model based on the District's preference.

2. Determination of Benchmark Classifications

"Benchmark classes" are normally chosen to reflect a broad spectrum of class levels. In addition, those that are selected normally include classes that are most likely to be found in other similar agencies, and therefore provide a sufficient valid sample for analysis.

Internal relationships will be determined between the benchmarked and non-benchmarked classifications and internal equity alignments will be made for salary recommendation purposes.

Because we find that the labor market typically yields reliable data, we recommend using about 60%-65% of all classifications as benchmarks but are flexible to use a different model.



3. Determination of Salary and Benefits Data to Be Collected

In addition to base salaries, benefit data elements for a total compensation study normally include at least the following, which are generally available to all staff in a specific job classification. Shown below are descriptions of those benefits that we normally collect (which can be modified to include any other information the District desires):

- **Monthly Salary** – The top of the normal, published salary range. All figures are presented on a monthly basis. We normalize the salary data to reflect working hours and/or for “spiking” of retirement or other benefits.
- **Employee Retirement** – This includes two figures: the amount of the employee’s State or other public or private retirement contribution that is contributed by the agency and the amount of the agency’s Social Security contribution.

With healthcare costs rising and retiree healthcare and liabilities increasing for many public agencies, we typically collect retiree health information as well. However, we do not roll this cost into our total compensation analysis but report it separately by describing what the policies/liabilities are.

- **Insurance** – This typically includes Health, Dental, Vision, Life, Long-Term Disability, Short-Term Disability, Employee Assistance Program (EAP), and other insurance coverage.
- **Leave** – Other than sick leave, which is usage-based, leave is the amount of days off for which the organization is obligated. All days will be translated into direct salary costs.
 - **Vacation** – The number of vacation days available to all employees after five (5) years of employment.
 - **Holidays** – The number of holidays (including floating) available to the employee on an annual basis.
 - **Administrative/Personal Leave** – Administrative leave is normally the number of days available to management staff to compensate for the lack of payment for overtime. Personal leave may be available to other groups of employees to augment vacation or other time off.
- **Deferred Compensation** – This is any deferred compensation provided to all members of a classification, either as an employer matching contribution or as a straight dollar or percentage contribution.
- **Other** – This category includes any other benefits that are available to all employees within a classification and not already specifically detailed.



C. ORIENTATION MEETINGS WITH EMPLOYEES AND DISTRIBUTION OF POSITION DESCRIPTION QUESTIONNAIRE

In order to ensure that we fully understand each functional assignment at the District, we will have each employee complete a Position Description Questionnaire (PDQ), a standard job analysis instrument used by many public agencies.

The PDQ form will be discussed with the study project team and customized as needed to meet the study objectives prior to distributing copies to employees.

We will facilitate one or two orientations meeting with employees and distribute the PDQ. We will discuss the importance of the employees' participation in PDQ completion and job analysis interviews. Project processes will be explained, expectations will be clarified, and elements that are not a part of the study will also be covered. Questions will be answered and a detailed explanation and examples for completing the PDQ will be given.

PDQs shall be handed out with the incumbent's current class description attached to the questionnaire so employees can use this as a tool for completing the questionnaire.

D. POSITION DESCRIPTION QUESTIONNAIRE COMPLETION & REVIEW

We recommend employees complete individual PDQs so that we understand work assignments. However it would be acceptable for employees in the same classification to choose to collaborate on completing one PDQ together.

Although we provide an email version of our questionnaire so that employees can more easily complete it, we require a hardcopy with signatures affixed before we can begin the evaluation process. Employees complete the questionnaire and then send it to their supervisor/manager for review, comment, and signature.

Upon receipt of the PDQs in our office, they will be reviewed and analyzed in detail along with other documentation.

As requested in the RFP, we'd like to note that the PDQ completion process will require more than one (1) hour of each employee's time. Typically, it takes approximately two to four (2-4) hours to complete a PDQ.

E. EMPLOYEE/SUPERVISOR/MANAGEMENT INTERVIEWS

Interviews will be scheduled with employees. We recommend scheduling interviews with each employee because this is a critical step in the information-gathering and educational process, as well as that the District has employees who perform multiple jobs due to their small size.

Interviews will then be held with supervisory and management staff, who will clarify their own responsibilities and/or confirm the information we have received in the interviews with their staff (we allow more time for these interviews).



Interviews will then be held with supervisory and management staff, who will clarify their own responsibilities and/or confirm the information we have received in the interviews with their staff (we allow more time for these interviews).

The purpose of the interviews is to clarify and supplement the questionnaire data and to respond to potential perception differences regarding roles, tasks, scope, and supervisory responsibilities.

Again, per the RPF, we'd like to note that most interviews will be approximately 30-45 minutes long.

F. CLASSIFICATION CONCEPT/PRELIMINARY ALLOCATION DEVELOPMENT

Prior to developing detailed class descriptions, our job evaluation will result in a classification plan concept and employee allocation document that will be submitted to the District for review and approval. We will compare changes in business need and operations, as well as any re-organizations, with the established classification system and job families, as well as, review internal relationships between classifications.

This document will list broad class concepts and highlight where significant changes may be recommended, such as expanding or collapsing class series in the same functional area and/or separating or combining classifications assigned to different functional areas. We will review and analyze current classification series, the number of classifications and classification levels, and career ladders. We will also review and update established titling guidelines for the studied classifications for appropriate and consistent titling.

If desired, a detailed, incumbent-specific allocation list for each position included in the study will be prepared, specifying current and proposed classification title and the impact of our recommendations (reclassification – upgrade or downgrade, title change, or no change).

After we have completed this process, a meeting will be arranged to review any recommended changes to the classification plan with the study project team.

G. DRAFT CLASS DESCRIPTION DEVELOPMENT/UPDATE

After preliminary approval of the class concepts and allocation lists, new and/or updated class descriptions will be developed for each proposed classification, following the format approved by the District. We have a standard classification format but are flexible to use the format preferred by the District.

From the review of the PDQs and employee interviews, we will update duties, responsibilities, and minimum qualifications of each class specification, as necessary, or develop new class specifications if duties, responsibilities, and minimum qualifications have changed significantly, we recommend new classifications/class levels, and/or operational changes, business needs, and any re-organizations require new classifications.



We will review, analyze, and update, as appropriate, knowledge, skills, abilities, education and experience, relevance and hierarchical consistency, position definitions, purpose, distinguishing characteristics, supervision received and exercised, position functions and special requirements including licensing and certification requirements.

We will also review and update the physical demands based on the essential job functions of each classification in accordance with the Americans with Disabilities Act (ADA).

Finally, we will review each classification's essential job functions and determine exempt vs. non-exempt status in accordance with "white collar" exemptions under the Fair Labor Standards Act (FLSA).

H. DRAFT CLASS DESCRIPTION REVIEW/INFORMAL APPEAL PROCESS

A draft copy of the revised/new class description with allocation recommendation will be submitted to each manager, supervisor, and employee representatives, to give each stakeholder an opportunity to provide comments and concerns regarding any modifications to the classification structure and specifications. Our experience has been that this is one of the most critical phases of the project (but also one of the most time-consuming). Our proactive and effective communication process at this crossroad has always avoided formal appeals, adversarial meetings, or major conflicts at the conclusion of the study.

Each employee will receive a memorandum from us outlining what has been accomplished, how to best review the draft classification specification that will be attached, and how to provide feedback to us. Supervisors and managers receive a copy of their employees' draft class descriptions and will be asked to review their employees' comments and feedback to verify and concur with the information provided.

Each memo will have two options for the employee's signature: one line is reserved for employees who have read and agree with their draft class description; the other line is reserved for employees who have read the draft class description and disagree with certain parts, want to make changes, want to add or delete information, or have general questions about the description and/or the process.

Employees shall submit their written concerns (via their supervisor/manager) to our office. While employees may not always agree with our recommendations, they have a "second chance" to ensure that they have been heard and to continue the educational process regarding why specific recommendations were made.

Significant employee comments will be reviewed with management prior to making any significant changes to the proposed class plan. These discussions may be by email, telephone, or additional direct personal contact with employees, depending upon the extent of the response.

Allocation and/or class description changes will be made as required and the class specifications will be finalized and submitted for approval. All employees who submitted their



comments during the review process will be notified in writing regarding the outcome of their concerns.

I. FINALIZE CLASSIFICATION PLAN

A draft classification plan will be completed and submitted to the District for review and comment. The document will contain:

- A recommended classification plan;
- A classification manual, including documentation regarding study goals and objectives, classification methodology, approach, and process, as well as, all findings, analysis, and resulting recommendations;
- The recommended allocation list, classification title changes, job family and career growth issues, reporting relationships, organization structure, and other factors will all be included;
- Classification concepts and guidelines, as well as, distinguishing characteristics and other pertinent information for implementation and continued maintenance of the Plan will be detailed;
- A complete set of the updated classification descriptions that include required knowledge, skills, and abilities for each position class in a standardized format.

Once we have received the District's comments regarding the draft classification plan and have made any necessary changes, a Final Classification Plan will be developed.

J. COMPENSATION DATA COLLECTION

With a good understanding of the true scope of work being performed by staff, we will start the compensation data collection process. Our firm does not collect market compensation data by merely sending out a written questionnaire. We find that such questionnaires are often delegated to the individual in the department with the least experience in the organization and given a low priority. We conduct all of the data collection and analysis ourselves to ensure validity of the data and quality control. This approach also ensures that we compare job description to job description and not just job titles, therefore ensuring true "matches" of at least 70%, which is the percentage we use to determine whether to include a comparator classification or not. Our job analysis method is the whole position analysis approach.

Objective factors in the whole position classification methodology include:

1. Education, Training, and Certifications/Licenses
2. Experience
3. Problem Solving/Ingenuity
4. Attention/Stress (Concentration/Time Pressure & Interruptions)
5. Independence of Action/Responsibility
6. Contacts with Others/Internal/External
7. Supervision Received and/or Given to Others
8. Consequences of Action/Decisions Made on the Job



- 9. Working Conditions
- 10. Physical/Mental Demands

Our analysis will include written documentation of our assessment methodology and assessment for each position surveyed, as well as explanations for comparable and non-comparable “matches” and the assumptions used to extrapolate market based compensation.

We typically collect classification descriptions, organization charts, salary schedules, human resources policies, MOUs, and other information via website, by telephone, or by an onsite interview.

With the prior knowledge from the data gathered directly from each comparator agency and our experience in the public sector human resources field, our professional staff makes preliminary “matches” and then schedules appointments by telephone, and sometimes in person, with knowledgeable individuals to answer specific questions. We find that the information collected using these methods has a very high validity rate and is generally substantiated by employees, management, as well as governing bodies.

K. ANALYSIS AND PRELIMINARY DATA REVIEW

Data will be entered into spreadsheet format designed for ease of interpretation and use. The information will be presented in a format that will identify the comparator positions used for each classification comparison. Information will be calculated based upon both average and median figures allowing the District to make informed compensation decisions. Other elements of the compensation survey report are:

- Agencies surveyed;
- Comparable class titles;
- Salary range maximum/control point;
- Number of observations; and
- Percent the District’s salary range is above/below the market average/median values.

In addition, we will include any type of statistical representation and analysis that the District desires such as 60th, 70th, or any other percentiles.

Benefit data will be displayed in an easy-to-read format. You will receive three sets of spreadsheets per classification, one with base pay, one with the benefits detail, and one with total compensation statistical data. In addition, we are often asked to collect “other” benefits (as listed in the benefits section above), which we typically report on a separate spreadsheet.

Our spreadsheets will identify any “non-comparable” positions and why we weren’t able to find a match for any of the District’s positions at any of the surveyed comparator agencies.



L. DRAFT COMPENSATION FINDINGS/ADDITIONAL ANALYSIS/PROJECT TEAM MEETING AND INFORMAL APPEALS PROCESS

We distribute our draft findings to The Town. After the District’s preliminary review, K&A will meet with the study project team and other stakeholders (including management and employees) to clarify data, to receive requests for reanalysis of certain comparators, and to answer questions and address concerns. This provides an opportunity for the study project team and other stakeholders to review and question any of our recommended benchmark comparator matches.

Our experience has been that this is one of the most critical phases of the project. Our proactive and effective communication process at this crossroad has always avoided formal appeals, adversarial meetings, or major conflicts at the conclusion of the study.

Each employee will receive a memorandum from us outlining what has been accomplished, how to best review the data that will be attached, and how to provide feedback to us. Employees shall submit their written concerns (via the supervisor, management, and study project team) to our office. While employees may not always agree with our recommendations, they have a “second chance” to ensure that they have been heard and to continue the educational process regarding why specific recommendations were made.

Significant employee comments will be reviewed with management prior to making any significant changes to the data spreadsheets. These discussions may be by email, telephone, or additional direct personal contact with management, depending upon the extent of the response. We will conduct follow-up analysis to reconfirm our original analysis and/or make corrections as appropriate.

M. INTERNAL RELATIONSHIP ANALYSIS/INTERNAL ALIGNMENT

To determine internal equity for all studied positions, considerable attention will be given to this phase of the project. It is necessary to develop an internal position hierarchy based on the organizational value of each classification. Again, we utilize the “whole position” analysis methodology as described above in Section F.

By reviewing those factors, we will make recommendations regarding vertical salary differentials between classes in a class series (if recommended), as well as across departments. This analysis will be integrated with the results of the compensation survey.

The ultimate goal of this critical step of the process is to address any potential internal equity issues and concerns with the current compensation system, including compaction issues between certain classifications. We will create a sound and logical compensation structure for the various levels within each class series, so that career ladders are not only reflected in the classification system but also in the compensation system, with pay differentials between levels that allow employees to progress on a clear path of career growth and development. Career ladders will be looked at vertically, as well as, horizontally.



N. COMPENSATION STRUCTURE AND IMPLEMENTATION RECOMMENDATION DEVELOPMENT

Depending on data developed as a result of the internal analysis, we will review and make recommendations regarding internal alignment and the salary structure (set of salary ranges, salary differentials, minimum and maximum percent spread, steps within ranges, difference between each salary step, and/or alternative compensation plans) within which the classes are allocated, based upon the District's preferred compensation model. We will develop recommendations for pay grades and salary ranges for all classifications based on median and/or mean salaries from the comparable agencies.

We will conduct a competitive pay analysis using the market data gathered to assist in the determination of external pay equity and the recommendation of a new base compensation structure. We will conduct a comparative analysis to illustrate the relationships between current pay practices and the newly determined market conditions and develop solutions to address pay equity issues, analyze the financial impact of addressing pay equity issues, and create a market adjustment implementation strategy supporting the District's goals, objectives, and budget considerations.

Finally, we will evaluate benefit offerings in the labor market and make recommendations for better alignment and/or different benefit offerings as indicated by the analysis and best practices.

Draft recommendations will be discussed with the study project team and management prior to developing an Interim Report.

O. PREPARATION OF DRAFT FINAL AND FINAL REPORT AND DELIVERABLES

The Draft Interim Report of the Compensation Study will be completed and submitted to the District for review and comment. The report will provide detailed compensation findings, documentation, and recommendations. The report will include the following information:

- A set of all market data spreadsheets;
- A proposed Salary Range/Plan document;
- Any alternative compensation plans identified;
- Implementation issues and cost projections surrounding our recommendations; and
- A guide for the organization in implementing, managing, and maintaining the compensation system.

Once all of the District's questions/concerns are addressed and discussed, a Final Compensation Study Report will be created and submitted in hardcopy (manual) and electronic formats. The Final Report will incorporate any appropriate revisions identified and submitted during the review of the draft report.

We will also provide training to the District staff on the methodology used to systematically assess the job classifications in order to maintain internal compensation equity in the future when adding, changing, or deleting classifications.



P. FINAL PRESENTATION

Our proposal includes multiple meetings and conference calls and weekly (or as needed) oral and/or written status/progress updates to the study project team. We will also be prepared to develop and present our reports and future impacts of any recommended changes to the General Manager, as well as, other District management staff, if desired.

Regarding the involvement of the Board of Directors, we recommend at least one initial meeting regarding the comparator agencies to be included in the study, one interim study session (to discuss the initial findings of the compensation study, i.e., preliminary data), and one final presentation of our Final Report. Of course, we are flexible to have more or less interaction with the Board of Directors, based on the District's preferences.

Q. PARTICIPATION IN A FORMAL APPEAL PROCESS

Should the District have a formal appeal process regarding the allocation of classifications to salary ranges, this proposal does not cover time regarding a formal appeal process (the informal appeal process is identified in H above). Should our on-site participation be desired, our stated composite hourly rate will be honored. As mentioned above, however, our internal process usually addresses any appeal issues.



PROJECT COMPLETION SCHEDULE

Our professional experience is that comprehensive compensation studies of this scope and for this size organization take approximately three (3) to four (4) months to complete, allowing for compensation data collection and analysis, review steps by the District, the development of final reports, any appeals, and presentations. The following is a suggested timeline based on an estimated contract/agreement for services:

Table with 3 columns: Task ID, Task Description, and Date of Completion 2015. Rows A through M detail the project schedule from kickoff to final alignment.



Classification and Compensation Study Proposal

Town of Discovery Bay

N.	Salary Structure and Implementation Recommendation Development	1 week from receipt of review comments
O.	Development of Draft Final and Final Report and Deliverables	2 weeks from review of comments
P.	Final Presentation	As Scheduled
Q.	Formal Appeal Process	As Needed



INSURANCE REQUIREMENTS

We will comply with the insurance requirements as stated in the RFP on page 6 (under section e “Insurance”) submit and support of this level of coverage and to endorse the District with our General Liability insurance coverage (only) upon award of contract:

Workers’ Compensation:	Statutory Limits
Commercial General Liability:	\$1 Million per occurrence
Professional Liability (Errors and Omissions):	\$1 Million per occurrence
Automobile Insurance:	\$1 Million per accident

The Certificate of Insurance form is included in Attachment A.



FIRM QUALIFICATIONS AND EXPERIENCE

Koff & Associates is a majority woman-owned public sector human resources consulting firm that was founded in 1984 and has been assisting special districts, cities, counties, other public agencies, and non-profit organizations for almost 30 years. Our headquarters are located in Emeryville, CA and we have a satellite office in Brea, CA. We are a State-certified small business enterprise and a locally certified Very Small Business Enterprise in Alameda County.

We are familiar with the various organizational structures, agency missions, operational and budgetary requirements, and staffing expectations.

We have extensive experience working in both union and non-union environments (including serving as the management representative in meet & confer and negotiation meetings), working with Board of Directors, City Councils, Boards of Supervisors, Boards of Trustees, Merit Boards, and Joint Power Authorities.

The firm's areas of focus are compensation and classification studies (approximately 70% of our workload); performance management and incentive compensation programs; development of strategic management tools; organizational development/assessment studies; policy/procedure and employee handbook development; executive search and staff recruitments; public agency consolidations and separations; Human Resources audits; and serving as off-site Human Resources Director for our smaller public agencies that need the expertise of an Human Resources Director but do not need a full-time, on-site professional.

Without exception, all of our classification and compensation studies have successfully met all of our intended commitments; communications were successful with employees, supervisors, management, and employee representatives; and we were able to assist each agency in successfully implementing our recommendations. All studies were brought to completion within stipulated time limits and proposed budgets.

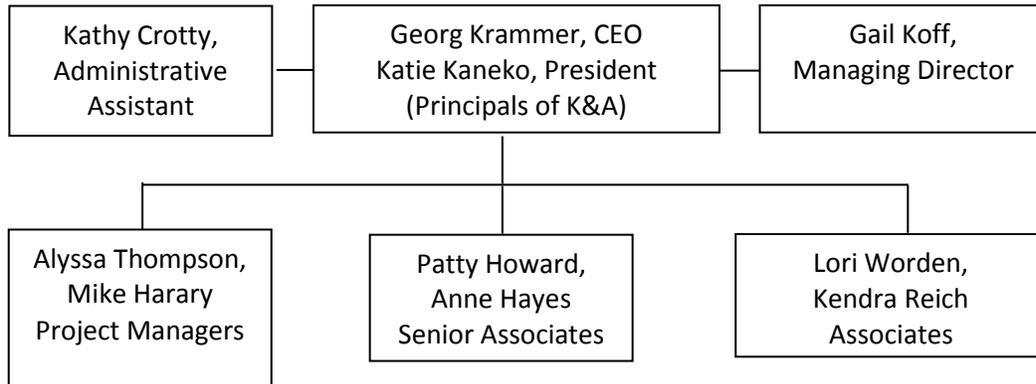
The firm's growing list of clients is indicative of its reputation as being a quality organization that can be relied upon for producing comprehensive, sound and cost-effective recommendations and solutions. Koff & Associates has a reputation for being "hands-on" with an ability and expertise to implement its ideas and recommendations through completion in both union and non-union environments.

Koff & Associates relies on our stellar reputation and on the recommendations and referrals of current clients to attract new clients. Our work speaks for itself and our primary goal is to provide professional and technical consulting assistance with integrity, honesty, and a commitment to excellence. The fact that we have not had any formal appeals in almost thirty years, working with hundreds of public agency clients and completing hundreds of classification and compensation studies, is something we are very proud of.



ENGAGEMENT PARTNER/MANAGER AND STAFF QUALIFICATIONS

Organizational/Project Chart



K&A’s team consists of ten (10) members, as shown above in our organizational structure. All members of our team have worked on multiple comprehensive classification and compensation studies and are well acquainted with the wide array of organizational structures, classification plans, and compensation structures, as well as the challenges and issues that arise when conducting studies like this.

The professional qualifications of staff that will be included in this study are:

**Catherine “Katie” Kaneko, C.P.A., P.H.R.
President**

Katie brings over twenty (20) years of management level human resources experience to Koff & Associates, both as a human resources director and as a management consultant in the hi-tech industry as well as the public sector. She has extensive experience in compensation including equity plans and performance incentive programs, survey design and reporting, recruitment in both the public and private sector; staffing; classification and job analysis; compensation and job evaluation techniques, employee relations, retention strategies, infrastructure development; coaching; policy and procedure development; mergers and acquisitions; change management and employee training.

With a Bachelor in Business Administration, Katie started her career as a Certified Public Accountant (CPA) in an international accounting/consulting firm. She transitioned into Human Resources within the firm to become the Human Resources Director of the San Francisco office. She then moved into the hi-tech industry where she served in leadership positions for high-growth, startup, and organizations in transition. Her primary focus in recent years has been in classification, compensation, and recruitment services in the public sector.

Katie’s experience provides a broad knowledge of human resource management within diverse organizations. Her background provides her a strong ability to understand the big picture, identify problems and solutions, and effectively implement them. Her skill set complements our



current consultant base with additional levels of service areas. Katie joined K&A in 2000 and has been the firm's President since 2005.

Katie will be assigned as Project Director for this project and coordinate all of K&A's efforts. She will attend all meetings with the District and be responsible for all work products and deliverables.

Georg S. Krammer, M.B.A., S.P.H.R.
Chief Executive Officer

Georg brings over sixteen (16) years of management-level human resources experience to Koff & Associates with an emphasis in organizational development; classification and compensation design; market salary studies; executive and staff recruitment; performance management; and employee relations, in the public sector, large corporations and small, minority-owned businesses.

After obtaining a Master of Arts in English and Russian and teaching credentials at the University of Vienna, Austria, Georg came to the United States to further his education and experience and attained his Master of Business Administration from the University of San Francisco. After starting his HR career in Wells Fargo's college recruiting department, he moved on to HR management positions in the banking and high-tech consulting industries. With his experience as a well-rounded senior HR generalist, his education in business and teaching, and his vast experience with public sector HR programs and functions, Georg's contribution to K&A's variety of projects greatly complements our consulting team. Georg joined K&A in 2000 and has been the firm's Chief Executive Officer since 2005.

Georg will provide consultant support throughout the study, including participating in meetings with employees and management, compensation analysis, internal job analysis, development of recommendations, and implementation strategies.

Alyssa Thompson, PhD
Project Manager

Alyssa earned her bachelor's degree in Psychology with a minor in Sociology-Organization Studies from the University of California, Davis and her PhD in Organizational Psychology from Alliant International University. She brings with her over ten (10) years of human resources experience in compensation data gathering and analysis, classification analysis and development, performance management, affirmative action program development, and recruitment. Alyssa also has experience in designing and conducting quantitative and qualitative research studies.

Since joining the firm in 2007, Alyssa has worked on over seventy-five (75) classification, compensation, recruitment, and other special human resources projects. She has worked on classification, compensation, recruitment, and/or organizational projects for numerous clients, such as the Rancho Murieta Community Services District, Cities of Stockton, Tracy, Tulare, Madera, Newman, and Patterson, as well as, Dublin San Ramon Services District, Cutler-Orosi Joint Unified School District, Orange County Sanitation District, Midpeninsula Regional Open



Space District, Housing Authority of the County of San Bernardino, San Francisco Housing Authority, and the Counties of San Mateo and Tehama.

Alyssa will provide consultant support throughout the study, including compensation analysis, internal job analysis, staffing analysis, development of recommendations, and implementation strategies.

Anne Hayes
Senior Associate

Anne earned a Bachelor's degree in Mathematics and Economics from the University of California, Santa Barbara.

Before joining Koff & Associates, she worked in the private sector for more than 10 years, with 5 years in a management role. She transitioned to a non-profit organization, which specialized in providing labor relations representation to public sector employers, where she gained extensive experience in data gathering and analysis, specifically in the areas of classification, compensation and benefit analysis for public sector agencies.

Since joining K&A two years ago, Anne has been an integral part of project teams working on classification, compensation, and/or organizational studies for the cities of El Cerrito, Lafayette, Novato, and San Jose, as well as Cutler-Orosi Joint Unified School District, Mount San Antonio College, Orange County Transportation Authority, Orange County Sanitation District, Central Contra Costa Sanitary District, South Tahoe Public Utility District, Alameda County Waste Management Agency, and Bay Area Clean Water Agencies.

Anne will provide consultant support throughout the study, including compensation analysis, internal job analysis, staffing analysis, development of recommendations, and implementation strategies.

Lori Worden
Firm Associate

Prior to joining Koff & Associates, she spent over a decade in internal HR consulting roles for a number of large public agencies, including the County of San Mateo and the University of California system. Lori obtained her Master's degree in Industrial & Organizational Psychology from CSU Long Beach and went on to earn a Juris Doctorate degree (emphasis in employment and labor law) at Golden Gate University.

Lori learned tricks of the trade on a job classification consolidation project within the California courts system, spurred by the unification of the Municipal and Superior Courts.

Lori's career path led her from the courts to the University of California system, where she conducted total compensation and organizational studies, developed and analyzed compensation and benefits data for collective bargaining, and contributed to improvements to the position management and HRMIS system. One of her career highlights was the development of a new campus-wide classification and compensation structure for UC Merced called Career Tracks, which includes dual career tracks for technical "leaders" and technical



“experts.” The project was based on pioneering work in the area of classification and compensation using a market based model created by UC Berkeley.

Lori will provide professional consulting support as needed.

Kathy Crotty
Administrative Assistant

Kathy is our resident data entry, office administrative and technical “guru” and has been with the firm for over five years. She will be heavily involved with the technical aspects of the project and assist our professional staff at each phase of each project.



REFERENCES

The following list includes references from agencies that we conducted similar studies for in the the past three (3) years. In addition, we included references for agencies that we conducted similar studies for within geographic proximity to the the District.

<p>Rancho Murieta Community Services District District-wide total compensation study completed in 2011. Also developed Performance Management Program, completed 2012. Currently in process of administering 360 Degree Feedback Survey.</p>	<p>Contact: Mr. Ed Crouse General Manager (916) 354-3700 15160 Jackson Road Rancho Murieta, CA 95683 Email: ecrouse@ranchomurietacsd.com</p>
<p>City of Novato Total compensation study completed 2012.</p>	<p>Contact: Mr. Dan Weakley Human Resources Manager Phone: (415) 899-8918 75 Rowland Way #200 Novato, CA 94945 E-mail: dweakley@novato.org</p>
<p>City of Sausalito City-wide classification and total compensation study completed 2012.</p>	<p>Contact: Mr. Charlie Francis Director of Administrative Services/Treasurer (415) 289-4105 420 Litho Street Sausalito, CA 94965 E-mail: cfrancis@ci.sausalito.ca.us</p>
<p>Town of Windsor Town-wide classification and total compensation study completed 2011.</p>	<p>Contact: Ms. Amy Cortese Human Resources Manager (707) 838-5379 9291 Old Redwood Hwy, Bldg. 300 Windsor, CA 95492 E-mail: acortese@townofwindsor.com</p>
<p>Heritage Ranch Community Services District Total compensation study completed 2009.</p>	<p>Contact: Mr. John D’Ornellas General Manager (805) 227-6230 4870 Heritage Road Paso Robles, CA 93446 E-mail: john@heritageranchcsd.com</p>
<p>City of Tulare City-wide classification and total compensation study completed in two phases from 2007-08 and 2008-09.</p>	<p>Contact: Ms. Margee Fallert Deputy City Manager (559) 684-4203 411 E. Kern Avenue Tulare, CA 93274 Email: mfallert@ci.tulare.ca.us</p>



Classification and Compensation Study Proposal

Town of Discovery Bay

City of Newman City-wide classification and total compensation study completed 2008.	Contact: Mr. Michael Holland City Manager (209) 862-3725 938 Fresno Street Newman, CA 95360 Email: mholland@cityofnewman.com
City of Madera City-wide total compensation study completed 2009.	Contact: Ms. Wendy Silva Director of Human Resources (559) 661-5400 205 West Fourth Street Madera, CA 93637 Email: wsilva@cityofmadera.com
Dublin San Ramon Services District Classification and compensation study completed 2008. Since then we have provided multiple single-classification study, recruitment, and special project support.	Contact: Ms. Mary Gordon Organizational Services Manager Phone: (925) 875-2290 7051 Dublin Boulevard Dublin, CA 94568 E-mail: gordon@dsrsd.com



KEY DIFFERENTIATORS

Koff & Associates' most critical differentiation factor is our involved, all-inclusive, transparent, and collaborative approach and methodology to compensation study, as outlined above. The following are some of the major components of our methodology and customer services approach:

Stakeholder Touch-points

We believe in a high level of stakeholder contact and interaction to ensure organizational buy-in to the study throughout the entire process. The following are the major milestones at which we touch base with the project team, management, employees, and/or other stakeholders, as appropriate:

- Initial study kick-off and employee/management orientation meetings;
- PDQ completion and review;
- Employee, supervisor, and management interviews;
- Stakeholder input regarding a list of appropriate comparator agencies;
- The District/stakeholder review of compensation study data and contact with them to address any challenges to the market comparables we identified for each classification;
- Stakeholder input on internal salary relationship analysis and recommendations; and
- Stakeholder input regarding final compensation plans and structure recommendations.

These steps will ensure that the study results in a product that is accepted and trusted by all levels within the District. Beyond sound mechanics, our approach includes sufficient communication steps to ensure that the study methodology is understood and the results are regarded as expert, impartial, and fair.

Expectations of District Support

In order to conduct this study in the most timely and cost-effective manner, we ask for support in the following areas:

- Timely provision of written documentation, such as current class specifications, personnel policies, organizational charts, budget documents, requests for audits, past compensation and benefits studies, etc.;
- Assistance in the notification and scheduling of orientation and other meetings and the provision of adequate space;
- Assistance in scheduling project team, management, employee representation, employee, and other meetings; and
- Meeting agreed upon timelines.

In terms of time commitment for District staff, it is our expectation that the District hires an outside consultant to conduct the entire effort. It is our goal to reduce the time commitment of District staff as much as possible and to only request assistance in the coordination of some of the steps in the process, such as scheduling meetings, disseminating information, and in general, be a channel of communication between our firm and employees.



POST-IMPLEMENTATION CONSULTATION AND SUPPORT

We are committed to providing the District with the highest-quality product and service. Providing ongoing consultation and support after study implementation is a service that is included in our professional fees and a continued relationship-building aspect of our client relationship that we highly value.

Often times, we find that clients will call or email with follow-up questions and to discuss certain aspects of the study, why decisions and recommendations were made, and other important components of the study. We consider post-implementation support as part of our customer service.

Should the District request any additional onsite meetings and/or training after implementation of the study and/or other specific, identifiable work efforts, we would honor our composite hourly rate for actual hours spent at the District. However, from experience, we expect that most follow-up support will be conducted via telephone and email and this is absolutely included in our total lump sum fee for this project.



DELEGATION OF SUBCONTRACT RESPONSIBILITIES

Koff & Associates does not and will not delegate or subcontract its responsibilities to any other parties without prior written consent from the District.



COST PROPOSAL

We have found that, often times, our proposals address a very high level of time commitment, which sometimes results in a higher proposal cost. We believe that our methodology and implementation success rate is attributable to the significantly greater level of contact we have with the District's study project team, management, employee representation, and employees. The time we commit to working with the employees [study project team meetings, orientations and briefings, meetings with employees via personal interviews, informal appeal process, etc.] results in a significantly greater buy-in throughout the process and no formal appeals at the end of the study.

In fact, our firm has never had a formal appeal to any of our studies in almost thirty years. It has been our experience that the money and time invested in stakeholder touch-points throughout the study are money and time saved during implementation. Numerous times our firm has been hired after an agency has gone through an unsuccessful classification and/or compensation study whose results were rejected or appealed and whose implementation was very controversial. The result was a divided organization with hostility and animosity between employees/employee representation and management. Every time our firm was hired after such a bad experience, study stakeholders were amazed at our open and all-inclusive process, our efforts to elicit equal stakeholder input, and our development of recommendations that were accepted as fair and reasonable and understood by employees, management, employee representation, and the governing body. Our success rate is also attributable to the fact that we have almost thirty years of experience working with employees of all types of backgrounds, educational levels, and work experiences and are accustomed to successfully communicate with and educate them throughout the process. It is imperative that all employees eventually buy into the study results and recommendations, whether they have been through a process like this before or whether this is their first time.

In these economic times, the tendency may be to select the firm with the lowest cost proposal but it has been our experience that ultimately the price can be much higher considering the additional time and lost goodwill that can result from utilizing a less involved process.

Our clients always provide feedback that our process was professional, comprehensive, understandable, timely, and inclusive. Employees, although not necessarily always happy with our recommendations, have always indicated that we listened to their issues and concerns and were available for discussion, as required. Although time consuming, we also drive the process to ensure that timelines are met and schedules are maintained.

We want to emphasize that we provide an all-inclusive lump-sum cost amount for the entire study and do not believe in underpricing the effort or change orders along the way, unless the District requests an obvious and identifiable *additional* level of effort. However, we're also aware that budgets are often limited and that non-profit organizations must be economically conservative.

The cost proposal below is broken down by project task, so that the District can make informed decisions about what is needed/required in terms of scope of work. Of course, the District may



Classification and Compensation Study Proposal

Town of Discovery Bay

select any combination of the tasks below and we are open to negotiating a cost option that best serves the District's needs.

The cost options below represent only two possible scopes of work and any combination of these two or other options is negotiable. We hope to be able to negotiate a final scope of work that will satisfy the District and accomplish what needs to be done while being as economical as possible.

		Option 1
	Total Classification and Compensation Study	Hours
A.	Initial Documentation Review/Meetings with Study Project Team and Management Staff	4
B.	Identify Comparator Agencies, Benchmark Classes, and Benefits to Be Collected	8
C.	Orientation Meetings with Employees and Distribution of Position Description Questionnaire	2
D.	Position Description Questionnaire Completion and Review	4
E.	Employee/Supervisor/Management Interviews	10
F.	Classification Concept/Preliminary Allocation Development	4
G.	Draft Class Description Development/Update	30
H.	Draft Class Description Review/Informal Appeal Process	6
I.	Finalize Classification Plan/ Final Report	8
J.	Data Collection	20
K.	Analysis and Preliminary Data Review	10
L.	Draft Compensation Findings/Additional Analysis/Project Team Meeting and Informal Appeal Process	4
M.	Internal Relationship Analysis/Internal Alignment	2
N.	Salary Structure and Implementation Recommendation Development	4
O.	Development of Draft Final and Final Report and Deliverables	8
P.	Final Presentation	4
Q.	Formal Appeal Process *	0
	Additional meetings with study Project Team, management, employees, and/or other stakeholders	4
	Total Professional Hours	132
	Combined professional and clerical composite rate: \$108/Hour	\$14,256
	Expenses:	\$450
	Expenses include but are not limited to duplicating documents, binding reports, phone, fax, supplies, postage, hotels, travel/mileage, per diem, etc.	



Classification and Compensation Study Proposal

Town of Discovery Bay

	TOTAL LUMP SUM FOR PROJECT NOT TO EXCEED:	\$14,706
	*Additional consulting will be honored at composite rate (\$108)	

PROPOSAL SIGNATURE PAGE

This proposal is valid for 90 days.

Respectfully Submitted,

Proposer: **KOFF & ASSOCIATES, INC.**
State of California

Signed By:

October 21, 2014

Date

Katie Kaneko
President



KOFF & ASSOCIATES
Human Resources Consulting Since 1984
6400 Hollis St. Suite 5, Emeryville, CA 94608
510.658.KOFF (5633) Toll Free: 800.514.5195
KoffAssociates.com



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 5, 2014

Prepared By: Fairin Perez, Parks & Recreation Manager
Submitted By: Rick Howard, General Manager

Agenda Title

Consideration and Possible Action on Maintenance Operations for Zones 9, 35, 57 and 61, Including the Hiring of In-House Staff

Recommended Action

That the Board: (1) Approve maintenance operations for Zones 9, 35, 57 & 61 to be brought in-house; (2) authorize two full time and one seasonal part time Maintenance Worker I/II positions be added to the Authorized Position Schedule; and (3) authorize contract termination letter to be sent to the existing contractor, Odyssey Landscape, effective January 1, 2015.

Executive Summary

During the FY 2014/15 budget discussions staff had communicated the necessity of bringing Zone 8 maintenance operations in-house due to budget considerations. The Board approved the Zone 8 FY 2014/15 Operating and Capital budget, effectively transitioning from contract to in-house operations.

Since the roll out of District provided maintenance services in Zone 8, the Landscape sub-committee has met with staff a number of times to ensure that all landscape standards and issues are being addressed. It has been discussed with the sub-committee, as well as the full board during budget workshop, that if the in-house operational change was successful, staff would return prior to expiration of the current Contract for landscape maintenance services in Zones 9, 35, 57 & 61 in order to determine if it was the Board's desire to also move the service for these zones in house.

The Staff recommendation above is made based on the overall financial impact that would affect these zones and the controlled ability to provide quality and timely service with our own employees. An operational budget comparison (related to maintenance services only) spreadsheet has been attached for the Board's review. Although Zones 35 and 57 are expected to see a slight increase in maintenance operational expenses, the overall savings between current budget costs and those forecasted for in-house service to all zones, is just below 11 percent. Staff has discussed this proposed change with County Special District's administration and received their consent to move forward.

Odyssey Landscapes currently holds the Contract for the maintenance work associated with these zones. They have exhausted all contract extensions and unless renewed, are set to expire January 1, 2015. If the Board determines to maintain existing services, Staff would move forward with publicly releasing a new bid package for continued contract maintenance services.

Proceeding with staff recommendation as provided above would require the addition of two full-time and one part-time seasonal Maintenance Worker I or II positions. The fully burdened employee expense is considered within the budget comparison document.

If approved, staff would also move forward with obtaining estimates to acquire an additional District vehicle and necessary equipment. The capital costs for this purchase would be financed from Zone 8. It is anticipated that total costs for vehicle and equipment would not exceed \$30,000, and would be repaid to Zone 8 by monthly invoicing of the vehicles use for Zones 9, 35, 57 & 61. This is an accounting method we now use with current vehicles when being utilized in County owned zones. The District uses Caltrans rates of approximately \$20/hr., for billing purposes. This vehicle purchase would come back before the Board to award the purchase contract at a later date. It is expected that the full cost will be recouped within 12-18 months.

-Continued to the Next Page-

Fiscal Impact:
Amount Requested

Previous Relevant Board Actions for This Item

June 18, 2014 – Adoption of Discovery Bay Lighting and Landscape Zone 8 2014/2015 Operating and Capital Budget

Attachments

Maintenance Operational Comparison
FY Operating and Capital budgets Zone 9, 35, 57 & 61

AGENDA ITEM: G-2

Cost Comparison
2014/15 - Operation Costs
In House Maintenance Labor vs. Contracted Labor

	Contractor - Status Quo		In House - No Contractor	
Labor Services	Current FY Budget			
Staff Labor (In House)	\$	117,415.26	\$	206,261.05
Zone 61	\$	47,722.00	\$	78,123.00
Zone 57	\$	30,000.00	\$	63,050.00
Zone 9	\$	37,138.40	\$	56,931.50
Zone 35	\$	2,554.86	\$	8,156.55
Contractor Base Rate	\$	125,886.00		\$0
Zone 61	\$	54,672.12	\$	-
Zone 57	\$	33,658.80	\$	-
Zone 9	\$	34,808.76	\$	-
Zone 35	\$	2,746.32	\$	-
Sub Total	\$	243,301.26	\$	206,261.05
Vehicle / Equipment				
Vehicle Gas / Repairs	\$	27,744.00	\$	38,450.30
Zone 61	\$	17,644.00	\$	25,000.00
Zone 57	\$	9,000.00	\$	11,850.30
Zone 9	\$	750.00	\$	750.00
Zone 35	\$	350.00	\$	850.00
Equipment Repairs	\$	500.00	\$	500.00
Small Tools	\$	500.00	\$	500.00
Rental Equipment	\$	1,000.00	\$	1,000.00
Sub Total	\$	29,744.00	\$	40,450.30
Materials				
Fertilization	\$	3,000.00	\$	7,888.79
Zone 61	\$	1,250.00	\$	3,805.02
Zone 57	\$	750.00	\$	2,640.77
Zone 9	\$	1,000.00	\$	1,423.00
Zone 35	\$	-	\$	20.00
Irrigation Repairs	\$	6,000.00	\$	3,000.00
Zone 61	\$	3,500.00	\$	1,750.00
Zone 57	\$	1,000.00	\$	500.00
Zone 9	\$	1,000.00	\$	500.00
Zone 35	\$	500.00	\$	250.00
Herbicides (Weed Control)	\$	-	\$	4,500.00
Zone 61	\$	-	\$	2,500.00
Zone 57	\$	-	\$	700.00
Zone 9	\$	-	\$	1,250.00
Zone 35	\$	-	\$	50.00
Mulch	\$	14,600.00	\$	9,500.00
Zone 61	\$	9,600.00	\$	7,000.00
Zone 57	\$	2,000.00	\$	1,000.00
Zone 9	\$	2,500.00	\$	1,250.00
Zone 35	\$	500.00	\$	250.00
Color Changes	\$	-	\$	-

Cost Comparison
2014/15 - Operation Costs
In House Maintenance Labor vs. Contracted Labor

Plant Replacements	\$	8,250.00	\$	3,500.00
Zone 61	\$	4,000.00	\$	1,000.00
Zone 57	\$	1,000.00	\$	500.00
Zone 9	\$	2,500.00	\$	1,500.00
Zone 35	\$	750.00	\$	500.00
Sub Total	\$	31,850.00	\$	28,388.79
Other Maintenance				
Tree Care	\$	7,550.00	\$	1,000.00
Zone 61	\$	5,000.00	\$	1,000.00
Zone 57	\$	1,000.00	\$	-
Zone 9	\$	1,550.00	\$	-
Pest Control Contractor	\$	1,250.00	\$	1,250.00
Zone 61	\$	750.00	\$	750.00
Zone 57	\$	-	\$	-
Zone 9	\$	500.00	\$	500.00
Misc. (Playground Repairs, Lighting, Vandalism)	\$	4,800.00	\$	6,900.00
Zone 61	\$	2,500.00	\$	4,600.00
Zone 57	\$	500.00	\$	500.00
Zone 9	\$	1,800.00	\$	1,800.00
Sub Total	\$	13,600.00	\$	9,150.00

Grand Total - All Zones	\$	318,495.26	\$	284,250.14
Variance	\$	34,245.12		

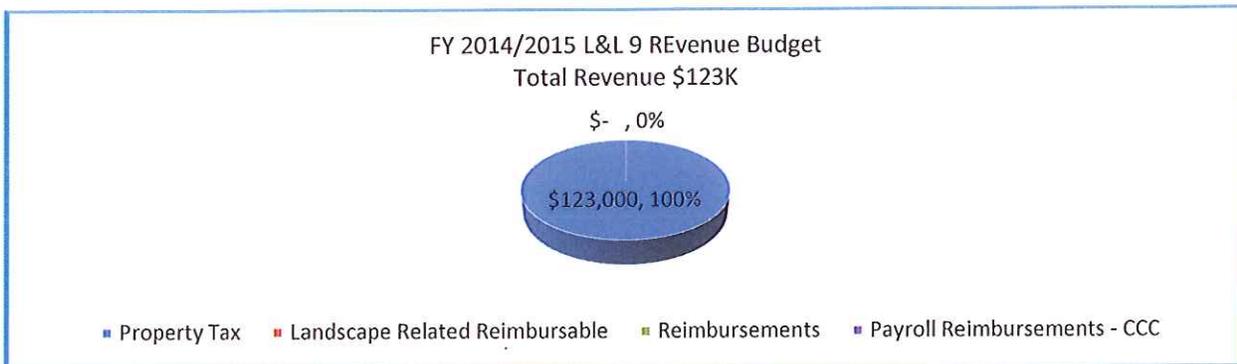
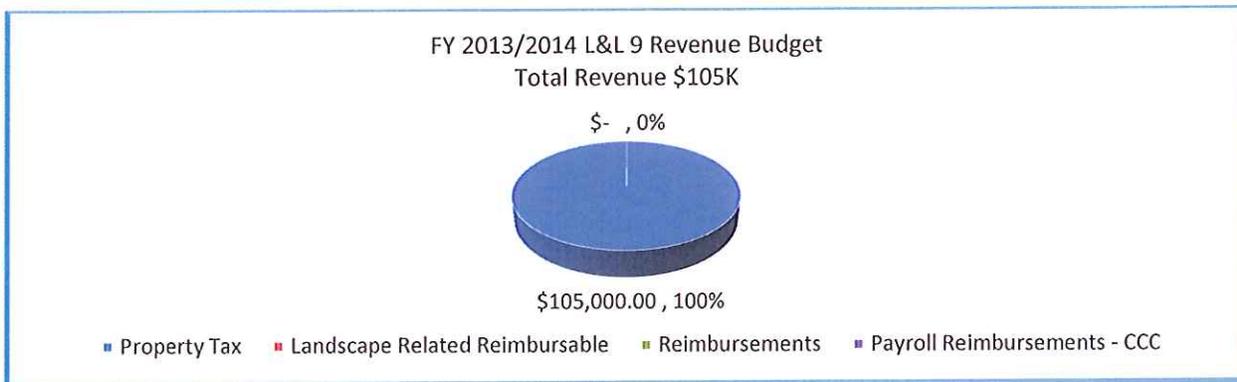
				Var.
Total - Zone 61	\$	146,638.12	\$	125,528.02 \$ 21,110.10
Total - Zone 57	\$	78,908.80	\$	80,741.07 \$ (1,832.27)
Total - Zone 35	\$	7,401.18	\$	10,076.55 \$ (2,675.37)
Total - Zone 9	\$	83,547.16	\$	65,904.50 \$ 17,642.66
MISC.	\$	2,000.00	\$	2,000.00
	\$	318,495.26	\$	284,250.14

122370

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting & Landscape Zone 9 Revenue, Expenditure
 and Capital Improvement Budget**



L&L 9 Revenue	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Assessed Income	\$105,000	\$116,212	\$114,000	\$114,000
Landscape Related Reimbursements		\$6,866		
Reimbursements			\$4,000	\$4,000
Payroll reimbursements			\$5,000	\$5,000
Reserves		\$29,121		
Total Revenue	\$105,000	\$152,199	\$123,000	\$123,000



Zone 9 Reserves	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Reserve Bal.	\$141,121	\$141,121	\$112,000	\$116,512
Reserves			\$4,512	\$1,043
Reserve Draw		\$29,121		
Total Reserves	\$141,121	\$112,000	\$116,512	\$117,555

L&L 9 Expenditures	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$22,603	\$31,908	\$33,424	\$48,279
Employer Taxes			\$3,713	\$4,827
Group Insurance		\$9,614		
Temp Employees		\$4,828		
Consulting				
Consulting Services	\$4,100	\$1,665	\$4,100	\$4,100
Legal	\$2,000		\$1,000	\$1,000
Audit		\$4,430	\$2,200	\$2,220
Operations & Maintenance				
Travel	\$250	\$896	\$500	\$500
Training	\$250	\$289	\$300	\$300
Subscriptions	\$100	\$160	\$200	\$200
Memberships	\$200	\$240	\$240	\$240
PR, Advertising & Elections	\$350	\$60	\$60	\$60
Telecommunications	\$1,950	\$3,432	\$2,450	\$2,450
Materials	\$200		\$1,700	\$1,700
Automotive Fuel, Supplies & Repairs	\$1,250	\$4,232	\$3,250	\$3,250
Repairs & Maintenance	\$1,100	\$3,270	\$3,200	\$3,200
Office Supplies	\$1,650	\$1,787	\$1,550	\$1,550
Rent & Facility Exp	\$48,726	\$50,054	\$28,350	\$15,850
Insurance		\$2,273	\$1,200	\$1,200
Permits & Fees				
Utilities	\$16,450	\$16,376	\$21,450	\$21,450
Chemicals				
Freight				
Other	\$800	\$1,514	\$1,000	\$1,000
Inter-Governmental Charges				
Inter-Governmental Charges	\$1,000	\$5,147	\$1,600	\$1,600
Total Expenditures	\$102,979	\$148,597	\$111,488	\$114,957

L&L 9 Capital Improvement	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Equipment	\$500	\$87	\$500	\$500
Parks	\$6,500	\$3,515	\$6,500	\$6,500
CIP Total	\$7,000	\$3,602	\$7,000	\$7,000

Special Districts Budget Worksheet

Entity: LL2 Zone 35 / Fund 2881 (SANDY COVE SHOPPING CENTER - DISCOVERY BAY AREA)

Maximum Assessment is \$1,804.45 / Acre
 FY 2014-15 Assessments @ \$1,804.45/Acre
 13.92 Acres
 9 Parcels

	FY 2013-14 6 month actuals/ 6 month projections	FY 2014-15 Prop. Budget
Fund Balance as of June 30	\$195,362.00	\$200,808.96
Revenues:		
Taxes and assessments (9895)	\$24,517.96	\$25,117.94
Interfund Rev.-Gov/Gov (9851)	\$0.00	\$0.00
Earnings on Investment (9181)	\$245.00	\$245.00
Total Revenue Available:	\$220,124.96	\$226,171.90
Expenditures:		
Office Expense (2100)	\$0.00	\$0.00
Publications & Legal Notices (2190)	\$0.00	\$0.00
Interest on Notes & Warrants (3520)	\$0.00	\$0.00
Tax & Assessment Fees (3530)	(\$258.00)	(\$258.00)
Interfund Exp - (County Counsel) (3611)	(\$3.00)	(\$4.00)
General Services Occupancy Cost (3619)	\$0.00	\$0.00
Communications (2110)	(\$11.00)	(\$15.00)
Utilities - Water & Electricity (2120)	(\$54.00)	(\$100.00)
Other Special Departmental (2250)	\$0.00	\$0.00
Vehicle Expense (2272)	(\$252.00)	(\$300.00)
Grounds Maintenance - (out of house, contractor) (2282)	(\$10,000.00)	(\$10,000.00)
Grounds Maintenance - (in house) (3620)	\$0.00	\$0.00
Professional Services (Non-County Staff) (2310)	(\$7,094.00)	(\$7,130.00)
Professional Services (County Staff) (5011)	(\$1,144.00)	(\$2,000.00)
Playground Inspection (5011)	\$0.00	\$0.00
Vandalism/Incidentals (Task L99)	(\$500.00)	(\$500.00)
Capital Improvement Projects & Reserves:		
Capital Improvement Project - Trail Improvements & Future Development	\$0.00	(\$193,305.93)
Operating Reserves (50% of Revenue)	\$0.00	(\$12,558.97)
Total Expenditures:	(\$19,316.00)	(\$226,171.90)
Balance Forward to Ensuing Year		
	\$200,808.96	\$0.00

CPI Info. Date	Actual CPI	Increase	Rate
Feb-03	197.70		\$1,434.92
Feb-12	236.88	3.00%	\$1,719.28
Feb-13	242.68	2.45%	\$1,761.35
Feb-14	248.62	2.45%	\$1,804.45

Special Districts Budget Worksheet

Entity:LL2 Zone 57 / Fund 2877 (PACIFIC WATERWAYS - DISCOVERY BAY AREA)

Maximum assessment is: \$231.00 / EDU
 FY 2014-15 Assessments @ \$231.00 / EDU
 380.00 EDUs
 379 Parcels

	FY 2013-14 6 month actuals/ 6 month projections	FY 2014-15 Prop. Budget
Fund Balance as of June 30	\$167,510.00	\$143,799.00
Revenues:		
Taxes and assessments (9895)	\$87,780.00	\$87,780.00
Interfund Rev. Gov/Gov (9851)	\$0.00	\$0.00
Earnings on Investment (9181)	<u>\$245.00</u>	<u>\$245.00</u>
Total Revenue Available:	\$255,535.00	\$231,824.00
Expenditures:		
Office Expense (2100)	(\$130.00)	(\$200.00)
Publications & Legal Notices (2190)	\$0.00	\$0.00
Interest on Notes & Warrants (3520)	\$0.00	\$0.00
Tax & Assessment Fees (3530)	(\$573.00)	(\$600.00)
Interfund Exp - (County Counsel) (3611)	(\$503.00)	(\$504.00)
General Services Occupancy Cost (3619)	\$0.00	\$0.00
Communications (2110)	(\$50.00)	(\$50.00)
Utilities - Water & Electricity (2120)	(\$20,127.00)	(\$20,000.00)
Other Special Departmental (2250)	(\$4,000.00)	(\$4,000.00)
Vehicle Expense (2272)	(\$9,000.00)	(\$10,000.00)
Grounds Maintenance - (out of house, contractor) (2282)	(\$39,976.00)	(\$40,000.00)
Grounds Maintenance - (in house) (3620)	\$0.00	\$0.00
Professional Services (Non-County Staff) (2310)	(\$30,000.00)	(\$30,000.00)
Professional Services (County Staff) (5011)	(\$7,377.00)	(\$7,500.00)
Playground Inspection (5011)	\$0.00	\$0.00
Vandalism/Incidentals (Task L99)	\$0.00	\$0.00
Regatta Park Transfer	\$0.00	\$0.00
Regatta Park Improvement Study	\$0.00	(\$5,000.00)
Capital Improvement Projects & Reserves:		
Capital Improvement Project - Regatta Park Basketball Court & Parking Lot	\$0.00	(\$70,080.00)
Operating Reserves (50% of Revenue)	<u>\$0.00</u>	<u>(\$43,890.00)</u>
Total Expenditures:	(\$111,736.00)	(\$231,824.00)
Balance Forward to Ensuing Year	\$143,799.00	\$0.00

Special Districts Budget Worksheet

Entity: LL2 Zone 61 / Fund 2833 (DISCOVERY BAY WEST - DISCOVERY BAY AREA)

Maximum Assessment is \$190.00 / EDU
FY 2014-15 Assessments @ \$125.00 / EDU
1,626.00 EDUs
1,923 Parcels

	FY 2013-14 6 month actuals/ 6 month projections	FY 2014-15 Prop. Budget
Fund Balance as of June 30	\$800,457.00	\$782,428.00
Revenues:		
Taxes and assessments (9895)	\$203,250.00	\$203,250.00
Interfund Rev. Gov/Gov (9851)	\$0.00	\$0.00
Earnings on Investment (9181)	\$0.00	\$0.00
Total Revenue Available:	\$1,003,707.00	\$985,678.00
Expenditures:		
Office Expense (2100)	(\$550.00)	(\$600.00)
Publications & Legal Notices (2190)	\$0.00	\$0.00
Interest on Notes & Warrants (3520)	\$0.00	\$0.00
Tax & Assessment Fees (3530)	(\$1,885.00)	(\$1,900.00)
Interfund Exp - (County Counsel) (3611)	\$0.00	\$0.00
General Services Occupancy Cost (3619)	\$0.00	\$0.00
Communications (2110)	(\$143.00)	(\$200.00)
Utilities - Water & Electricity (2120)	(\$48,155.00)	(\$48,175.00)
Other Special Departmental (2250)	(\$7,500.00)	(\$7,500.00)
Vehicle Expense (2272)	(\$17,644.00)	(\$18,000.00)
Grounds Maintenance - (out of house, contractor) (2282)	(\$81,166.00)	(\$82,000.00)
Grounds Maintenance - (in house) (3620)	\$0.00	\$0.00
Professional Services (Non-County Staff) (2310)	(\$47,722.00)	(\$48,000.00)
Professional Services (County Staff) (5011)	(\$16,514.00)	(\$17,000.00)
Playground Inspection (5011)	\$0.00	\$0.00
Vandalism/Incidentals (Task L99)	\$0.00	\$0.00
Slifer Park Transfer	\$0.00	\$0.00
Capital Improvement Projects & Reserves:		
Capital Improvement Project - Streetscape Improvements	\$0.00	(\$225,000.00)
Capital Improvement Project - Solar Lights	\$0.00	(\$125,000.00)
Capital Improvement Project - Playground Surfacing	\$0.00	(\$63,000.00)
Capital Improvement Project - Slifer Park Shade Structure	\$0.00	(\$175,000.00)
Capital Improvement Project - Frontage Irrigation/Planting Improvements	\$0.00	(\$72,678.00)
Operating Reserves (50% of Revenue)	\$0.00	(\$101,625.00)
Total Expenditures:	(\$221,279.00)	(\$985,678.00)
Balance Forward to Ensuing Year	\$782,428.00	\$0.00

Subdivision	Total	Current Assessable		Subdivision	Total Units	Current Assessable	
	Units	Units	Revenue		Units	Revenue	
Village 1(7686)	57	57.00	\$7,125.00	Village 3 (8577) - SFR	109	109.00	\$13,625.00
Village 1 (12 unit remainder, Parcel I)	12	6.00	\$750.00	Village 3 (8578)	47	47.00	\$5,875.00
Village 1(8143)	77	77.00	\$9,625.00	Village 3 (8579)	92	92.00	\$11,500.00
Village 1(8166)	58	58.00	\$7,250.00	Village 4(8580) - VSFR	77	38.50	\$4,812.50
Village 1(8167)	71	71.00	\$8,875.00	Village 4(8580) -SFR	54	54.00	\$6,750.00
Village 2(8023)	99	99.00	\$12,375.00	Village 4(8827) - VSFR	118	59.00	\$7,375.00
Village 2(8428)	80	80.00	\$10,000.00	Village 4(8827) - SFR	19	19.00	\$2,375.00
Village 2(8429)	77	77.00	\$9,625.00	Village 5(8828) - VSFR	7	3.50	\$437.50
Village 2(8430)	44	44.00	\$5,500.00	Village 5(8828) - SFR	5	5.00	\$625.00
Village 2(8431)	50	50.00	\$6,250.00	Village 5(8992) - VSFR	148	74.00	\$9,250.00
Village 2(8432)	55	55.00	\$6,875.00	Village 5(8992) - SFR	0	0.00	\$0.00
Village 2(8433)	49	49.00	\$6,125.00	Village 5(8993) - VSFR	145	72.50	\$9,062.50
Village 2 Senior Apartments		0.00	\$0.00	Village 5(8993) -SFR	0	0.00	\$0.00
Village 3(8570)	72	72.00	\$9,000.00	Village 5(9067) - VSFR	47	23.50	\$2,937.50
Village 3 (8571)	97	97.00	\$12,125.00	Village 5(9067) -SFR	0	0.00	\$0.00
Village 3 (8572)	88	88.00	\$11,000.00	Village 5(9322) - VSFR	63	31.50	\$3,937.50
Village 3 (8577) - VSFR	1	0.50	\$62.50	Village 5(9322) - SFR	17	17.00	\$2,125.00
				Total	1,935	1,626.00	\$203,250.00



Town of Discovery Bay

“A Community Services District”

AGENDA REPORT

Meeting Date
November 5, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Final FY 2013-2014 Annual Budget and Fiscal Year 2014-15 and Fiscal Year 2015-16 Operating, Capital and Revenue Budgets

Recommended Action

Receive and File

Executive Summary

On June 18, 2014, the Board adopted Resolution No. 2014-13 authorizing the spending plan for the FY 2014-15 Fiscal Year. At the time of the budget’s adoption, final FY 2013-14 revenue and expenditure figures were yet to be identified, pending close out of the County’s budgets as well as those of the Town’s.

Attached to this report, and as summarized in the chart below, is the final FY 2014-15 Operating, Capital and Revenue Budgets, which includes a final picture of the prior fiscal year.

Adopted FY 2013–14 Operating and Capital Improvement Program Budget		2013/2014 Actuals	Proposed FY 2014–15 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$4,876,550	\$5,048,398	Total O&M Budget	\$5,184,609
Debt Service	\$828,000	\$798,959	Debt Service	\$827,437
Contribution to Reserves	\$492,453	\$349,446	Contribution to Reserves	\$82,000
Capital Budget	\$6,747,001	\$6,488,412	Capital Budget	\$6,251,972
Infrastructure Replacement Fund	\$525,000	\$525,000	Infrastructure Replacement Fund	\$525,000
Grand Total Expense Budget	\$13,469,004	\$13,210,215	Grand Total Expense	\$12,871,018
Grand Total Revenue	\$13,469,004	\$13,210,215	Grand Total	\$12,871,018

During the course of the preceding Fiscal Year, staff brought a number of projects to the Board that were unbudgeted and unfunded. As the Board will recall, at the time, staff pointed out that once the final year-end figures were identified, staff would either bring a Budget Amendment to the Board to expense the project(s) or the expenses would be absorbed by any remaining year end funds. While those projects totaled over \$150,000 (new screen, rotor at Ox Ditch, etc), staff is pleased to report that \$349,446 was remaining at the end of the year which will be applied to the Town’s general reserve account.

A summary of reserves is located on page 33 of the Budget document. However, \$5.456M (\$4.098M in base reserves and \$1.358M in Infrastructure Replacement funds) are on deposit with the Contra Costa County Treasurer’s Office as of June 30, 2014.

Overall, the FY 2013-14 revenue estimates and spending plan remained on target throughout the course of the year. As is customary, many line items were under budget while a number exceeded budget. In the end, revenues exceeded expenditures by \$349,446.

Fiscal Impact:

Amount Requested: N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

June 4, 2014 – Budget Submittal; June 11, 2014 – Budget Workshop; June 18 Adoption of FY 2014-15 Budget

Attachments

FINAL FY 2014-15 and FY 2015-16 Operating, Five Year Capital Improvement Program, and Revenue Budgets

AGENDA ITEM: H-1



*Town of Discovery Bay Community Services District
Contra Costa County, California*

**FISCAL YEAR 2014-16
OPERATING AND CAPITAL IMPROVEMENT PROGRAM
ADOPTED BUDGET**





Mission Statement

Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community.

Board of Directors

Mark Simon, President
Chris Steele, Vice President
Bill Pease, Director
Kevin Graves, Director
Marianne Wiesen, Director

District Management

Rick Howard, General Manager
Rod Attebery, District Counsel
Virgil Koehne, Water and Wastewater Manager
Fairin Perez, Parks and Landscape Manager
Dina Breitstein, Finance Manager
Sue Heintl, Executive Assistant

The Town of Discovery Bay Community Services District

1800 Willow Lake Road
Discovery Bay, CA 94505
925-634-1131
www.todb.ca.gov

**Photo's in this document are courtesy of Bill Klipp <http://www.wkimages.net/>*

*Town of Discovery Bay Community Services District
Contra Costa County, California
Table of Contents*



<u>Topic</u>	<u>Pages</u>
Town of Discovery Bay CSD – General Manager’s Transmittal Letter	2-7
Town of Discovery Bay CSD – At a Glance	9-12
Town of Discovery Bay CSD – Salary & Wages	13-15
Town of Discovery Bay CSD – Program Summary’s	17-28
Town of Discovery Bay CSD – Revenues – Where the money Comes From	30-32
Town of Discovery Bay CSD - Reserves	33
Town of Discovery Bay CSD – Operations and Maintenance	34-37
Town of Discovery Bay CSD – Capital Improvement Program	38-42
Town of Discovery Bay CSD – Parks & Landscape Zone Budgets Zone 8 and Community Center	43-50
Town of Discovery Bay CSD – Parks & Landscape Zone Budgets Zone 9	51-54
Appendix	56-58



Town of Discovery Bay CSD Budget Message



*Town of Discovery Bay Community Services District
Contra Costa County, California*



June 18, 2014

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Board of Directors the Town's financial plan for the fiscal period July 1, 2014 through June 30, 2016. The annual Revenue, Operating and Capital Improvement Program budgets are the planning tools utilized by staff and the Board to track revenues and expenditures over the respective forecast period.

For the FY 2014/16 planning horizon, a two-year budget document has again been developed. The two-year budget provides staff and the board a better glimpse into the future and allows for improved budgetary forecasts. While you are presented with a two-year budget, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the O&M and the remaining four years of the CIP are included in the document but not necessarily included in the discussion below.

This budget is balanced and presents a spending plan where revenues meet expenditures. The Board and public will be presented with a complete financial outlook of the district's finances relative to operating expenses and the day-to-day expenditures necessary to operate the district in a prudent and efficient manner. This budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. As will be addressed below, the August 2012 Board action establishing the Discovery Bay Public Financing Authority played an essential role in addressing the long term capital needs of the Town of Discovery Bay. In addition, we continue to fund the capital replacement fund in the amount of \$525,000 annually. This fund provides long term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as underground infrastructure. This structural fund is an essential component of long term financial sustainability for the Town. The ongoing programming of these funds will play a critical role in the Town's ability to plan for its long term financial needs. Since the fund was established in Fiscal 2011/12, \$1.395 million has been placed into the capital replacement fund. In FY 2014/15, an additional \$525,000 is programmed, bringing total contributions to \$1.920 million.

For FY 2014/15, the O&M budget net of debt service and contributions to reserves shows an increase of \$308,259 or 6% over the current year. The Capital Improvement Program (CIP) Budget continues to track with the five (5) year CIP Budget. The CIP is planned at \$6,776,972 for the coming fiscal year. Overall,

however, as compared to the current fiscal year, an overall 6% reduction in the budget is projected to occur. This is the result of a reduction to the overall CIP.

DISCUSSION

The Town of Discovery Bay will be ending Fiscal Year 2013/14 on a number of positive notes. First and foremost, the longtime goal of this District to establish a facility where residents of all ages will be able to participate in a wide variety of community based programming that stimulates, educates and enriches the lives of people within Discovery Bay came to fruition. On January 2, 2014, the newly renovated Discovery Bay Community Center opened its doors and has hosted numerous classes, events, and programs aimed at fulfilling that goal.

In May 2014, the Town of Discovery Bay was recognized as a California District of Distinction by the California Special District Association's Special District Leadership Foundation (SDLF). One of only 20 Special Districts to have achieved this recognition statewide, the Distinction is significant in that SDLF recognized the Town for its strong fiscal management policies, governmental practices, and the overall manner in which the District conducts its day-to-day business activities. Being acknowledged as a California District of Distinction is a big accomplishment and signifies that the work that the Board and Staff carry out is performed in a manner that meets Best Practices in our industry.

In early June, the Regional Water Quality Control Board (RWQCB) approved a five year renewal of the Town's National Pollutant Discharge Elimination Permit (NPDES). The new permit established a number of costly projects that are required as a condition of the newly issued permit. The two biggest projects include effluent filtration and effluent de-nitrification. At over \$10.M in total, these two projects will ensure construction at Wastewater Treatment Plant #2 well into the next ten years. Project financing has yet to be determined, but will undoubtedly be a major discussion in the coming year(s).

As in past years, the CIP budget includes a color coordinated system of projects that designate them as either Routine (white), Capital Financed (green) or Growth Induced (red). The list of projects that were financed with revenues that were the result of the issuance of \$14.1M in water and wastewater enterprise revenue bonds are either complete or well underway at this time. The projects remain on schedule, and most recently, the Board awarded the Secondary Improvements project (Oxidation Ditch, splitter boxes, clarifier), which is the final wastewater project that received bond funds in the CIP. It is anticipated that all projects will be complete by late 2015.

Water Well #7 was awarded for construction on June 4, 2014. The project was delayed due to permit issuance issues with the County. Now resolved, the project is back on schedule and should be completed later this calendar year.

While there are a number of projects that have been added to the CIP for this coming Fiscal Year, there are, however, three projects that I want to specifically address. They are as follows: 1) Vehicle Storage

Facility; 2) On-Site Reclaimed Water Project; and 3) initiating the process of relocating the Town offices to the Community Center Site. All new projects are identified on the CIP listing in purple.

The Vehicle Storage Facility has been discussed for a number of years and consists of modest covered storage facility to be located at WWTP2. The facility will be utilized to house all district rolling assets into a single location protected from the elements and harmful UV rays. This project is estimated at between \$100,000 and \$150,000. The proposed project budget has been set at \$150,000.

The Reclaimed Water Project is an on-site (WWTP2) reclaimed water project that will utilize reclaimed water in-lieu of fresh potable water during the wastewater treatment process. This project is budgeted at \$200,000. A grant is in the process of being submitted through Proposition 84 and the Governor's Drought Relief efforts.

The final new project for FY 2014/15 is the programming of \$150,000 for preliminary site and design for the relocation of the Town of Discovery Bay District Offices to the Community Center Site. This is programmed as a three year project, with design taking place in FY 2015/16 and construction commencing in FY 2016/17. This schedule would have the Town offices fully relocated by June 30, 2017. The Board of Directors will have many opportunities to discuss and evaluate this project prior to any funds being expended.

As new development continues to take place in Discovery Bay, it is necessary to begin to look at the timing of the projects identified as Growth Induced and to move those projects forward in the budgetary timeline. Kiper Homes continues to build at the Lakes, and the pending Newport Pointe (67 DU's) and Pantages (292 DU's) projects are on schedule to break ground in summer 2015. As a result, the Board will be considering a revised Capacity Fee study in July 2014. The study allocates past and future project cost burdens as they relate to existing and future development.

For the most part, this budget represents a "status quo" financial plan and does not include any major program changes to the forecast period. The only exception is the recommended transition of Zone 8 landscape contract services to in-house services. Due to budgetary constraints in the Lighting and Landscape Zone #8, the FY 14/15 operations budget reflects a change in the Town's maintenance plan for that zone only. Historically, general Landscape Maintenance has been contracted to outside firms. Starting August 1st, 2014, it is proposed that this task will now be performed in-house. This program change transitions our Parks and Landscape field staff from implementing small to medium CIP's to performing all regular weekly maintenance schedules for that area.

For FY 2014/15 I am recommending the establishment of an Internal Revenue Code Section 125 Plan. Section 125 plans (commonly referred to as Cafeteria Plans) allow employees to utilize pre-tax dollars for the employee share of medical coverage and qualified medical (such as co-pays and cost of prescriptions) and dependent child care expenses. The employer cost is determined by the number of employees who participate in the program. Nevertheless, annual administrative costs (employer) are less than \$1,500 for the first year and less than \$1,000 for each subsequent year.

There are no new positions planned at this time. However, I do recommend two job title changes. Those title changes are as follows: Parks and Landscape Manager changed to Parks and Recreation Manager; and Administrative Assistant changed to Administrative Assistant/Board Clerk. There are no monetary consequences associated with either of these proposed changes.

A copy of the proposed FY 2014/15 Position Schedule is included as a part of the proposed budget.

For Fiscal Year 2013/14, the Budget breaks down as follows:

Adopted FY 2013–14 Operating and Capital Improvement Program Budget		2013/2014 Actuals	Proposed FY 2014–15 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$4,876,550	\$5,048,398	Total O&M Budget	\$5,184,609
Debt Service	\$828,000	\$798,959	Debt Service	\$827,437
Contribution to Reserves	\$492,453	\$349,446	Contribution to Reserves	\$82,000
Capital Budget	\$6,747,001	\$6,488,412	Capital Budget	\$6,251,972
Infrastructure Replacement Fund	\$525,000	\$525,000	Infrastructure Replacement Fund	\$525,000
Grand Total Expense Budget	\$13,469,004	\$13,210,215	Grand Total Expense Budget	\$12,871,018
Grand Total Revenue	\$13,469,004	\$13,210,215	Grand Total Revenue	\$12,871,018

The Operating and Maintenance (O&M) section of the budget is proposed to be \$6,094,046 (included debt service) for the coming fiscal year. The biggest increases to the Operating plan are in Consulting and Large Repairs & Maintenance. Consulting fees are anticipated to exceed \$173,300 over prior year due to required RWQCB/NPDES studies. Subsequently, a proposed increase of \$308,259 or 6% over current year budget (FY 2013-14). This increase is the result of a variety of factors, including a modest increase to payroll, and an increase in consulting services due to a multitude of State mandated special studies, as well as an update/rehabilitation of the www.todb.ca.gov website, a comprehensive salary and compensation study, a records retention program project and a safety master plan. Other areas of increased spending in the O&M Budget include a more accurate reflection of expenditures based upon past years' historical data as well as current and future contractual obligations. This is evident in contractual increases to Veolia Water.

The District's website, www.todb.ca.gov, continues to be populated with relevant information, documents, and materials. As noted above, the website is expected to be overhauled this coming fiscal year.

Our long term contract with Veolia Water is now entering its fourth year. We look forward to continuing our ongoing partnership with Veolia. I believe that the corporate issues facing Veolia towards the end of 2013 have been resolved; however, staff will continue to monitor their daily operations and will maintain contact with Veolia corporate staff on matters affecting Discovery Bay. As FY 2014/15 comes to an end, and we enter into our fifth year with Veolia in May 2015, the initial five-year portion of their possible 15 year agreement will require a 360^o evaluation prior to the execution of the next five-year term.

The Capital Improvement Program (CIP) proposes expenditures of \$6,776,972 with a large portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011/2012. As previously discussed, the projects contained in those plans are either complete, in design, or under construction. FY 2014/2015 will continue be a busy year as a we begin to wrap up the projects that have been financed and transition to the new RWQCB required projects, as noted above.

Over the past year, the District has initiated or completed a number of parks and landscape projects. Some of these projects are relatively small in size and scope, while others are significantly more extensive. Some of those projects include the landscaping of Newport Lane, Marina Road, and Pt. of Timber Road.

As noted previously, this budget continues to fund \$525,000 in Infrastructure Replacement funds for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was specifically addressed and again recently noted as a positive addition to the budget by the District's independent auditors. As of June 30, \$1,395,000 is currently in that fund for future capital replacement needs.

This budget represents a budget where revenues match expenditures. The attached FY 2014/15 Operating and Maintenance, Capital Improvement Program, Capital Replacement Fund and Revenue projections represent a spending plan that is sustainable based upon projected revenues meeting projected expenditures of \$12,871,018.

Key to the preparation of this budget is to ensure all carry-over projects are properly accounted for, that revenue projections are based upon historic and anticipated revenues, and that spending is prudent and sensible. As the end of the Fiscal Year is June 30, 2014, staff will incorporate the final encumbrances into the document once the actual carry-over figures are determined.

The primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water, and charges for residential water service. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees. On the Parks and Landscape side of the house, revenues are generated by Landscape Zones 8 and 9, as well as with landscape contracts with Contra Costa County for County Zones 57, 61. Zone 8 revenues are expected to rise from \$462,000 to \$478,000 (actual FY 2013/14 revenues) and Zone 9 revenues are expected to rise from \$105,000 to \$114,000 (actual FY 2013/14 revenues). We do anticipate a 3% increase over budgeted revenues, however, in order to maintain a conservative look into the future actual receipts for FY 2013/14 were utilized in these projections.

Revenues are projected to be \$12,871,018 and include the aforementioned projected rate increase and \$4,160,882 related to proceeds from Financing for capital projects.

The amount of the contribution to reserves will be known once FY 2013/14 is closed out. A year end surplus of revenues over expenditures is anticipated. Once that amount is identified, that surplus will be transferred into the general reserve account. As of today, the General Reserve Account contains \$4.241M, well above the \$3.0M threshold established by the Board. It should be noted that the additional reserves are being built up (along with developer fees) to ensure assets are available to construct projects required by the RWQCB.

Again, I am pleased to present a budget where revenues meet expenditures, where staffing levels meet projected needs, and where service levels continue to improve. More importantly, however, it begins the multi-year process of ensuring that the District's infrastructure needs continue to be met while offering a strategic look at the overall assets of the District.

I would like to thank and acknowledge Board President Mark Simon and Board Director Bill Pease for their contributions and assistance in the preparation of the FY 2014/16 annual operating, capital and revenue budgets. The committee completed their work and recommended the preliminary budget be submitted to the Board of Directors for consideration and eventual adoption.

This budget document is the culmination of considerable effort on behalf of staff, and I would like to especially thank Finance Manager Dina Breitstein for all her efforts, as well as those that participated in its production, including Water and Wastewater Manager Virgil Koehne, District Engineer Gregory Harris, Parks and Landscape Manager Fairin Perez and Executive Assistant Sue Heinl. Their efforts, and those of the entire staff are appreciated and I am grateful for their dedication to their mission and their commitment to the community.

I would be remiss if I didn't take a moment to thank the entire Board of Directors for their support over the past fiscal year. We were certainly tested with a number of challenges, and I'm happy to report that with few exceptions, we managed every hurdle, speed bump, and obstacle and that we navigated those with positive results.

Respectfully submitted,

Rick Howard
General Manager



Town of Discovery Bay CSD Organization

- ❖ At a Glance
- ❖ Salary & Wages
- ❖ Organizational Chart
- ❖ Authorized Positions



The Town of Discovery Bay Community Service District: At a Glance

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 13,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers and a planned business park. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on a world-class golf course designed by Mike Asmundson. There are two (2) gated communities; Lakeshore and The Lakes, as well as nearby Ravenswood, a community planned around a public park.

The approximately 9 square mile area known as the Town of Discovery Bay Community Services District (TODBCSD) was formed in 1997 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the TODBCSD the responsibility of providing the following special services to the residents of Discovery Bay:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment and distribution
- Parks and Landscape Maintenance
- Recreational Activities (Coming Soon)

District Form of Government

California's Independent Special Districts are legislatively authorized pursuant to California Government Code Sections 61000-61850. The Town of Discovery Bay Community Services District is governed by an elected five (5) member Board serving staggered four (4) year terms. The Board employs a General Manager to administer the day to day operations of the District.

Population

The 2010 census shows the total population in Discovery Bay to be 13,352 people.

Water Services

The Town of Discovery Bay CSD owns and maintains over sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates five (5) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 1,300 million gallons per year, which equates to an average daily demand of 3.6 million gallons per day.

Wastewater Services

The District provides wastewater collection, treatment and distribution services to approximately 5,800 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

In order to facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants are capable of producing an average of 1.8 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, secondary treatment facilities using oxidation ditches, and ultraviolet (UV) disinfection prior to discharging the treated water into Old River.

The water and wastewater facilities are operated and maintained by Veolia Water N.A. under a multi-year agreement with the TODBCSD.

Parks and Landscaping Services

The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. Over the past few years, the Board of Directors has established priorities to improve the landscape areas of Discovery Bay. Improvements can be seen throughout town, including the recently completed Discovery Bay Boulevard landscape enhancement project. The District has also initiated a number of projects within our parks system, including the recent completion of the Ravenswood Park Splash Pad, and the new playground at Cornell Park.

The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the TODBCSD, with the remaining three (3) owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

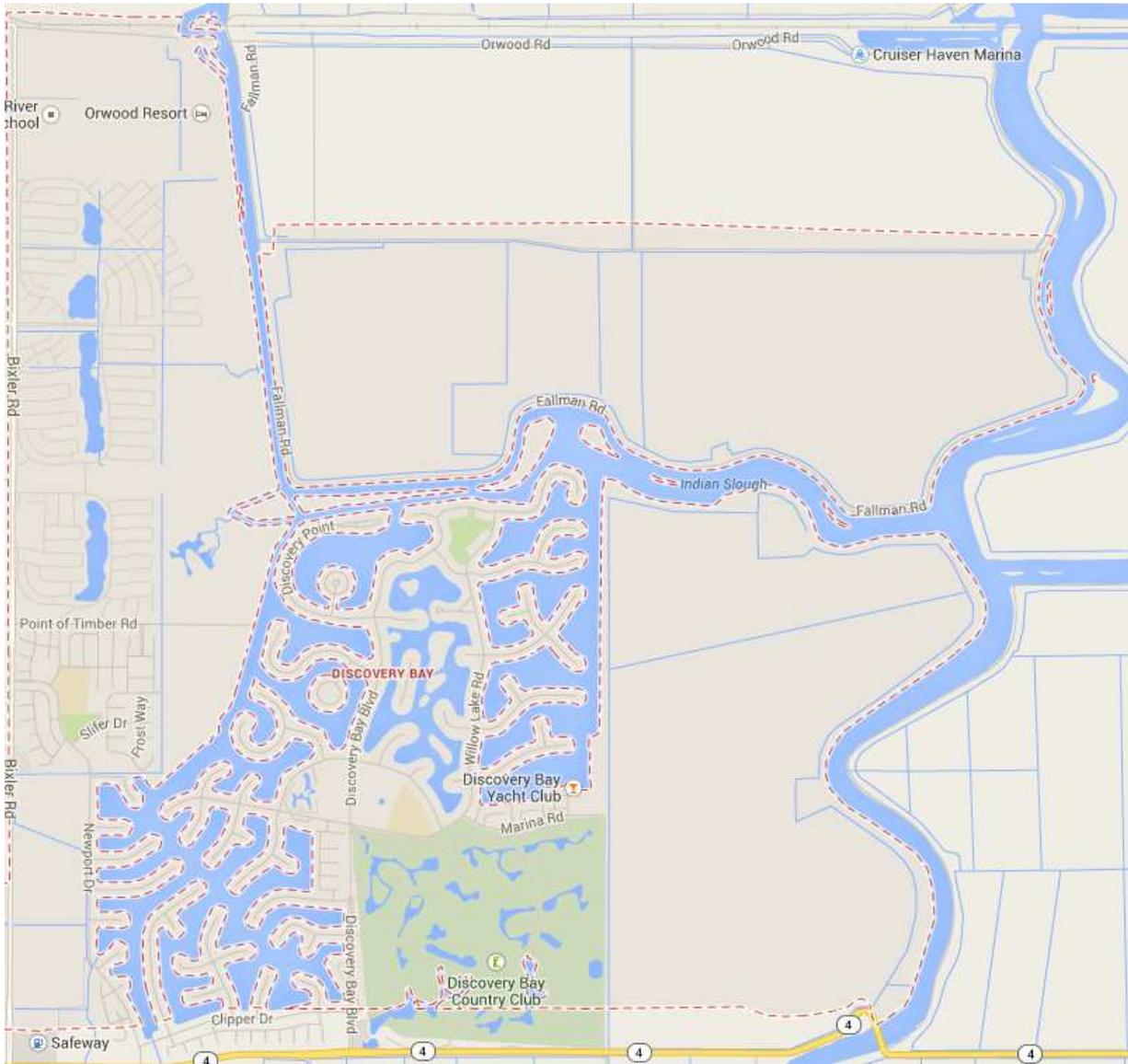
Contra Costa County Landscape & Lighting Zone #61:

Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The Community Center opened its doors to the public on January 2, 2014. The Center offers a wide variety of programs for all ages and will continue to develop programming that will stimulate, educate and enrich the lives of people within Discovery Bay and that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities.

*Town of Discovery Bay Community Services District
Contra Costa County, California*



Town of Discovery Bay Community Services District
Contra Costa County, California
Salary & Wages

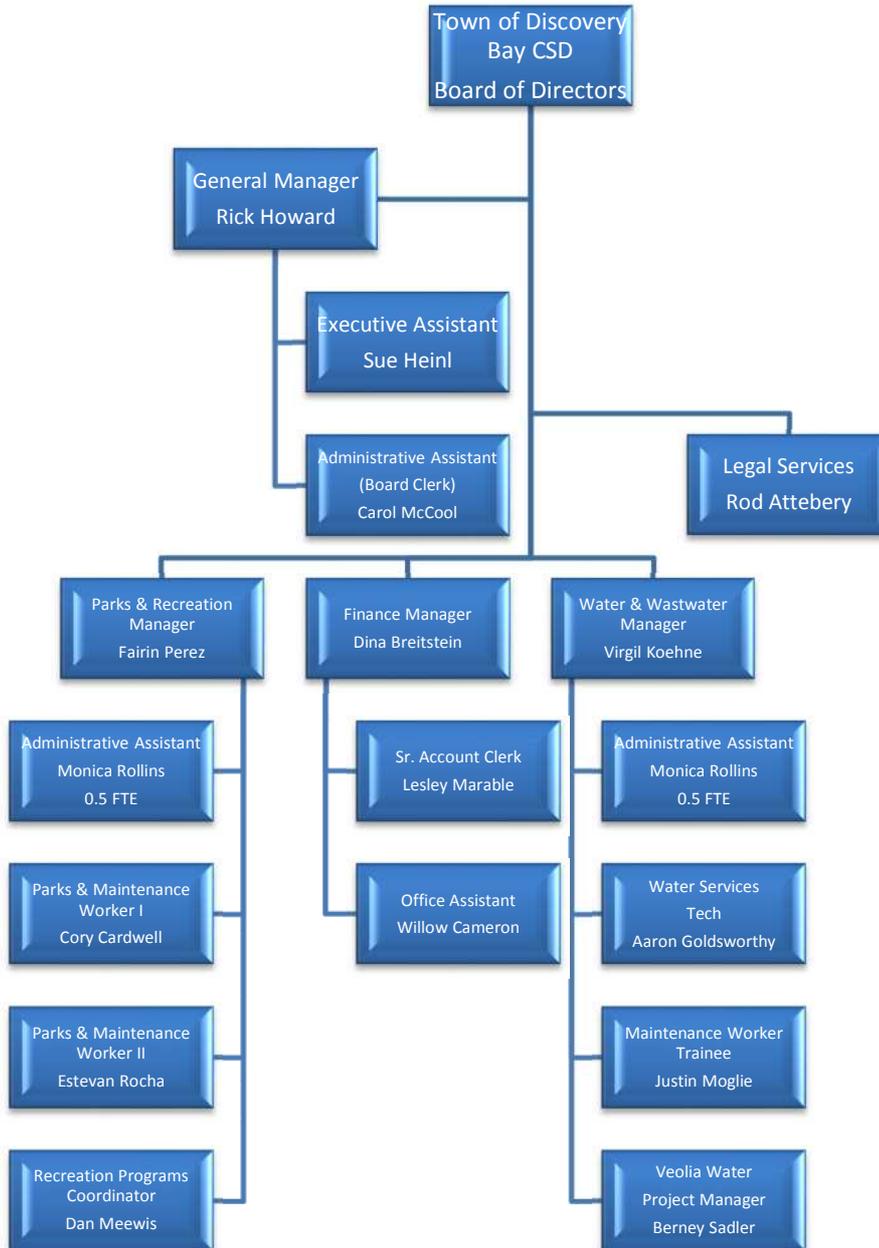


The Town of Discovery Bay lies within the metropolitan statistical areas of San Francisco/Oakland/San Jose. However, it is geographically closer to the farmlands of the central valley and the cities of Brentwood, Stockton and Tracy. The proximity to the employment centers of the Bay Area and those of the Central Valley determine the labor pool from which the District recruits its workers. In order to maintain a qualified and motivated workforce, it is necessary to provide a salary and compensation package that is commensurate within industry norms and within the financial means of the District.

Salary Schedule

Classification	Range	Minimum Pay Rate				Maximum Pay Rate			
		Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
Administrative Assistant	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Executive Assistant	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Finance Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
General Manager	541	53.7	4,654	9,308	111,699	72.5	6,283	12,566	150,793
Office Assistant	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Recreation Programs Coordinator	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Parks & Recreation Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Parks & Maintenance Worker I	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Parks & Maintenance Worker II	138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
Senior Account Clerk	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Water & Wastewater Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Maintenance Worker Trainee	125	14.47	1,254	2,508	30,097	18.09	1,568	3,135	37,621
Water Services Technician II	150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Organizational Chart**





**FY 2014-15 Authorized Positions
 Regular Positions/Full Time Equivalents (FTE's)**

	Actual	Actual	Proposed
Position			
Title	FY 2012-13	FY 2013-14	FY 2014-15
Director	5	5	5
General Manager	1	1	1
Water & Wastewater Manager	1	1	1
Parks & Landscape Manager	1	1	0
Parks & Recreation Manager	0	0	1
Finance Manager	1	1	1
Administrative Assistant	2	2	1
Admin Assistant/ Board Clerk	0	0	1
Recreation Program Coordinator	0	1	1
Executive Assistant	1	1	1
Office Assistant	1	1	1
Sr. Account Clerk	1	1	1
Maintenance Worker Trainee	0	1	1
Water Services Technition I	1	1	0
Water Services Technition II	0	0	1
Parks & Maintenance Worker I	0	0	1
Parks & Maintenance Worker II	2	1	1
Totals	17	18	19



Program Summaries

- ❖ General Manager Program Summary
- ❖ Financial Services Program Summary
- ❖ Water Quality Program Summary
- ❖ Wastewater Program Summary
- ❖ Lighting & Landscaping Program Summary
- ❖ Recreation Program Summary

*Town of Discovery Bay Community Services District
Contra Costa County, California*



© Bill Klipp



Department:	General Manager
Program Area:	Administration

Program Description:

The Town of Discovery Bay Administration Department is comprised of the Administrative and Operational functions of the Town. The directly elected five-member Board of Directors sets legislative policy and the General Manager serves as the administrative head of the District. The Administration Program provides information necessary for the Board of Directors to establish priorities and make well-informed decisions on policy matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Administration program supports and directs all departments, enabling them to carry out day-to-day operations, services and planning efforts.

Accomplishments, 2013-2014:

- Obtained California Special District Association (CSDA) Recognition in Special District Governance award for all five Board members and the General Manager.
- Received CSDA's Certificate of Excellence in Transparency that included a comprehensive review of the Town's organizational and operational areas as well as an in-depth look at the manner in which the Town provides access of information to the public.
- Obtained CSDA's highest level of recognition; being acknowledged as a California District of Distinction, one of only 20 Special Districts in the State to achieve this recognition.
- Published and distributed the Pipeline, a newsletter informing residents of activities and projects throughout town.
- Completed updated personnel manual.
- Adopted a number of Board Policies aimed at improving the manner in which the Town conducts its daily business.
- Worked closely with the California Regional Water Quality Control Board to successfully re-issue the Town's five-year NPDES permit.

Objectives, 2014-2015:

- Provide management and oversight of the District's Capital Improvement Program.
- Successfully oversee the implementation of the Community Center, its programming and activities.
- Complete a comprehensive Classification and Compensation Study.
- Work closely with the District's Engineer to ensure timely implementation of the conditions and requirements contained within the five-year NPDES Permit.





Department:	Financial Services
Program Area:	Administration

Program Description:

The Town of Discovery Bay CSD Administration Department is comprised of the Administration and Finance functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy making body and the General Manager serves as the administrative head of the District. The Finance program operates a governmental accounting, reporting and records maintenance system that provides financial information to both as well as external users and internal management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. This program also has the responsibility for coordinating all external auditing functions including the annual financial audit and audits by all outside agencies. The Finance function is responsible for the continuing development of financial accounting software and implementation of new technology to increase efficiency in accounting processes and to improve both internal and external reporting. This program also oversees the implementation of any new accounting pronouncements by the Governmental Accounting Standards Board (GASB). The payroll function of this program processes payroll for all District employees including interfacing with the District’s payroll service provider and assuring compliance with all regulatory requirements, laws and District policies pertaining to payroll.

Accomplishments, 2013-2014:

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Streamline and review issues with Datamatic Corp. who provides wireless services for our water meter reads and billing system.
- Fully implemented new Caselle Financial Suite Software, including Purchase Order tracking
- Review processes and look for areas for automation such as filing and financial reporting.
- Provide staff training pertaining to financial and billing systems, educational requirements as well as staff development training.
- Develop procedure pertaining to financial reporting, including preparing a month end reporting.
- Develop comprehensive financial reporting models.
- Established the TODB CSD Developer Deposit Holding Fund at ECC Bank

Objectives, 2014-2015:

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Review processes and look for areas for automation such as filing and financial reporting.
- Implement new Utility Billing Services and Blue Review and New Meter Software
- Reorganize and rewrite Utility billing collection and shut off rules and procedures.
- Implement Utility billing Service Agreement for Homeowners, Renters & Landlords





Department:	Public Services
Program Area:	Water Quality

Program Description:

This Program provides water production, treatment & distribution to approximately 6,000 homes and businesses. Specifically, the Water Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town’s water matters. The Water Quality program is responsible for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue violations observed in the field. The program also assists with the development of water quality educational materials and outreach.

Accomplishments, 2013-2014:

- Initiated construction f Well #7 with the drilling of a new production well.
- Worked on finalizing the design work for new Well 7 pump and motor and resolved issues related to water discharge at the startup of each pump cycle at this new site.
- Awarded bid to complete Well 7 electrical and yard piping, integration and operational processes.
- Distributed Consumer Confidence Report with no violations noted.

Objectives, 2014-2015:

- Bring Well 7 online which will be used to augment Well 5A.
- As part of the 10-year master plan, start preliminary discussions on adding a new Storage Tank at Newport Water Treatment facility.
- Initiate water Filter Vessel and Backwash tank at the Willow Lake Treatment Facility pursuant to the Water Master Plan recommendations.
- Continue to monitor rules and changes in law relative to safe drinking and water quality requirements.

*Town of Discovery Bay Community Services District
Contra Costa County, California*



© Bill Klipp



Department :	Public Services
Program Area:	Wastewater

Program Description:

The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment and discharge of treated effluent. Specifically, the Wastewater Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town’s wastewater matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Water program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. In addition, this program negotiates, administers, implements, and approves contracts for the provision of municipal services.

Accomplishments, 2013-2014:

- Completed the installation of the third Aeromod Beltpress pursuant to the Wastewater Master Plan.
- Completed construction and placed into operation two Bio-solids solar drying chambers (Chamber C & D).
- Replaced “Rotor” at the “Ox-Ditch #2 (WWTP#2) due to the fact that the 4-inch drive-shaft broke.
- Completed installation of a new Fiber backbone, between Plant #1 and 2 improving internet connectivity between the facilities.
- Completed install of a new 4-inch water main at Plant #2 to serve the Belt Press facility.
- Continued work on the design and construction of the new “Booster Pump” station at Plant #2.
- Assisting PG&E with intergovernmental support on their gas main replacement project in Discovery Bay.
- Initiated the Influent Pump Station, Lift Station W and Emergency Storage Lagoon project, estimated to be completed in early FY 2014-15.

Objectives, 2014-2015:

- Complete the Influent Pump Station, Lift Station W and Emergency Storage Lagoon project.
- Complete Lift Station F rehabilitation project.
- Continue towards a fall 2015 completion date for the Oxidation Ditch, Clarifier and secondary improvements project.
- Complete the Booster Pump Station Project and reclaimed water intertie.
- Work on finding alternate solutions to our Salinity issue.
- Implement requirements of newly issued NPDES Permit and develop planning and implementation schedule.

*Town of Discovery Bay Community Services District
Contra Costa County, California*



© Bill Klipp





Department:	Parks & Landscaping Services
Program Area:	Parks & Landscaping

Program Description:

The Parks and Landscaping Program provides for the planning, maintenance & capital needs of the parks & landscaping network in Discovery Bay. Specifically, the Parks & Landscaping Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town’s parks and landscaping matters. This program provides a comprehensive maintenance and rehabilitation program for 5 parks and the streetscapes inside Discovery Bay. In addition the maintenance and rehabilitation program includes repair and maintenance of the parks within Zones 8, 9, 35, 57, 61 and the Park n Ride area. This program conducts preventative maintenance on streetscapes, which includes design and planting and ensuring proper drainage. This program maintains and replaces all plants and trees to ensure health, vitality and visual appeal as well as maintains inventory lists annually to project funding and scheduling of future repairs, projects and replacement.

Accomplishments, 2012-2013

- Newport Lane Irrigation and Planting Project
- Cornell Park Solar Lighting Project Completion
- Winner of the Breathe California Technology Award - Ravenswood Park / Cornell Park Solar Lighting
- Community Center Landscape Upgrades – Earth Day Project

Objectives, 2013-2015:

- Initiation of In-House Maintenance Program
- Tennis Court Renovation at Community Center
- Swimming Pool Renovation at Community Center
- Installation of the District’s first off-leash Dog Park





Department:	Parks & Landscaping Services
Program Area:	Recreation Services

Program Description:

New for FY 2013-2015, the Recreation Services program was established to provide community based and age appropriate recreational programming. These activities will be the byproduct of the purchase of the Discovery Bay Community Center in FY 2012-13. Recreational activities take place throughout town; and the Community Center is the central location for those activities.

Accomplishments, 2013-2014:

- Opened swimming pool for community wide use; established Aquatics personnel manual, policies and fee structure.
- Completed interior and exterior building renovation to the Community Center. Effectively adding additional room space for programming.
- Completed first Activity Guides and initiated On-line Registration platform
- Added fulltime Recreation Programs Coordinator
- Created facility rental policies and fee structure
- Created policies, forms and contracts for Independent Instructors
- Cooperatively coordinated and established the Discovery Bay River Otters Swim Team program.

Objectives, 2014-2016:

- Establish Youth Advisory Commission
- Continue to provide enhanced community based and age appropriate recreational programming.
- Increase event and program participation of Discovery Bay residents
- Establish Volunteer Policies and program



Budget Summaries

- ❖ Revenues “where the money comes from”
- ❖ Reserves
- ❖ Water & Wastewater Operating & Maintenance Budget
- ❖ Water & Wastewater Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 8 Revenue, Operating & Maintenance & Capital Improvement Budget
- ❖ Recreation Revenue, Operating & Maintenance & Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 9 Revenue, Operating & Maintenance & Capital Improvement Budget

Town of Discovery Bay Community Services District
Contra Costa County, California
Revenues – “Where the money comes from”



The following table identifies the various sources of revenue that can be anticipated during the course of the coming fiscal year. As is evident in the table, the primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and residential water service fees. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees.

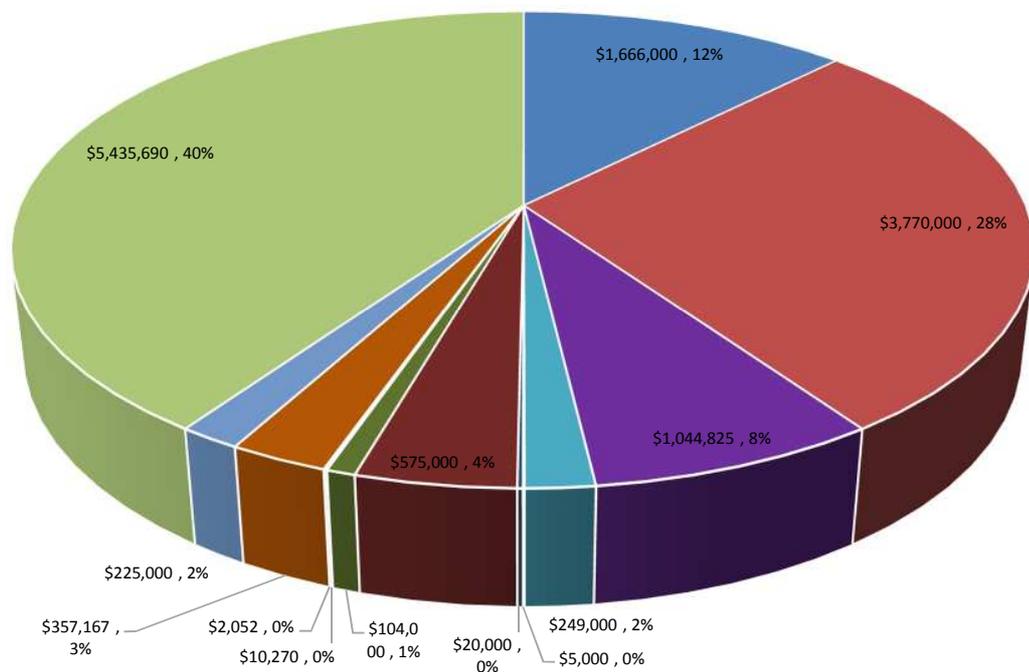
Of the approximately 5,000 residential and commercial properties in Discovery Bay, roughly 2,200 are billed for water use through meters. The remaining 2,800 properties are scheduled to receive water meters prior to the state mandated date of 2024.

Revenue Projections					
Fiscal Year	2012/2013	2013/2014	2013/2014	2014/2015	2015/2016
Account Description	Actual	Budget	Actual	Budget	Budget
Water Revenue		\$1,666,000	\$1,696,975	\$1,858,240	\$1,932,570
Wastewater Revenue	\$5,475,974	\$3,770,000	\$3,718,752	\$3,799,884	\$3,951,879
Metered Water Rev.	\$1,308,201	\$1,044,825	\$1,000,444	\$975,000	\$1,014,000
Meter Sewer Rev.			\$130,041	\$125,000	\$130,000
Meter Charge		\$249,000	\$260,587	\$258,960	\$269,318
Sewer/Water Permit	\$4,950	\$5,000	\$56,412	\$25,000	\$25,000
Sewer/Water Inspection Fee	\$6,720	\$20,000	\$57,320	\$20,000	\$20,000
Sewer Capacity Fee	\$287,464	\$575,000	\$272,323	\$150,000	\$150,000
Water Capacity Fee	\$36,312	\$104,000	\$37,539	\$50,000	\$50,000
Misc. Reimbursements	\$11,116	\$10,270	\$45,968	\$10,500	\$10,500
Misc. Receivables	\$276,269	\$2,052	\$122,200	\$2,109	\$2,200
L&L Related Payroll & Benefit Reimbursement	\$186,552	\$357,167	\$213,561	\$415,443	\$432,060
L&L Reimbursement	\$108,332	\$225,000	\$282,610	\$225,000	\$250,000
TODB Sponsored Event	\$5,700		\$2,500		
Proceeds From Bond Financing	\$5,083,893	\$5,435,690	\$5,236,978	\$4,160,882	\$2,004,000
Grant				\$200,000	
Developer Deposit Holding Account			\$76,005	\$300,000	
Borrowed Reserves					\$202,876
Infrastructure Facilities & Vehicle Replacement Fund				\$65,000	
Infrastructure Sewer Replacement Fund				\$80,000	\$115,000
Infrastructure Pumps Replacement Fund				\$50,000	
Carry-Over/Re-Budgeted				\$100,000	
Grand Total Revenue	\$12,791,483	\$13,469,004	\$13,210,215	\$12,871,018	\$10,559,405

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Revenue Budget**

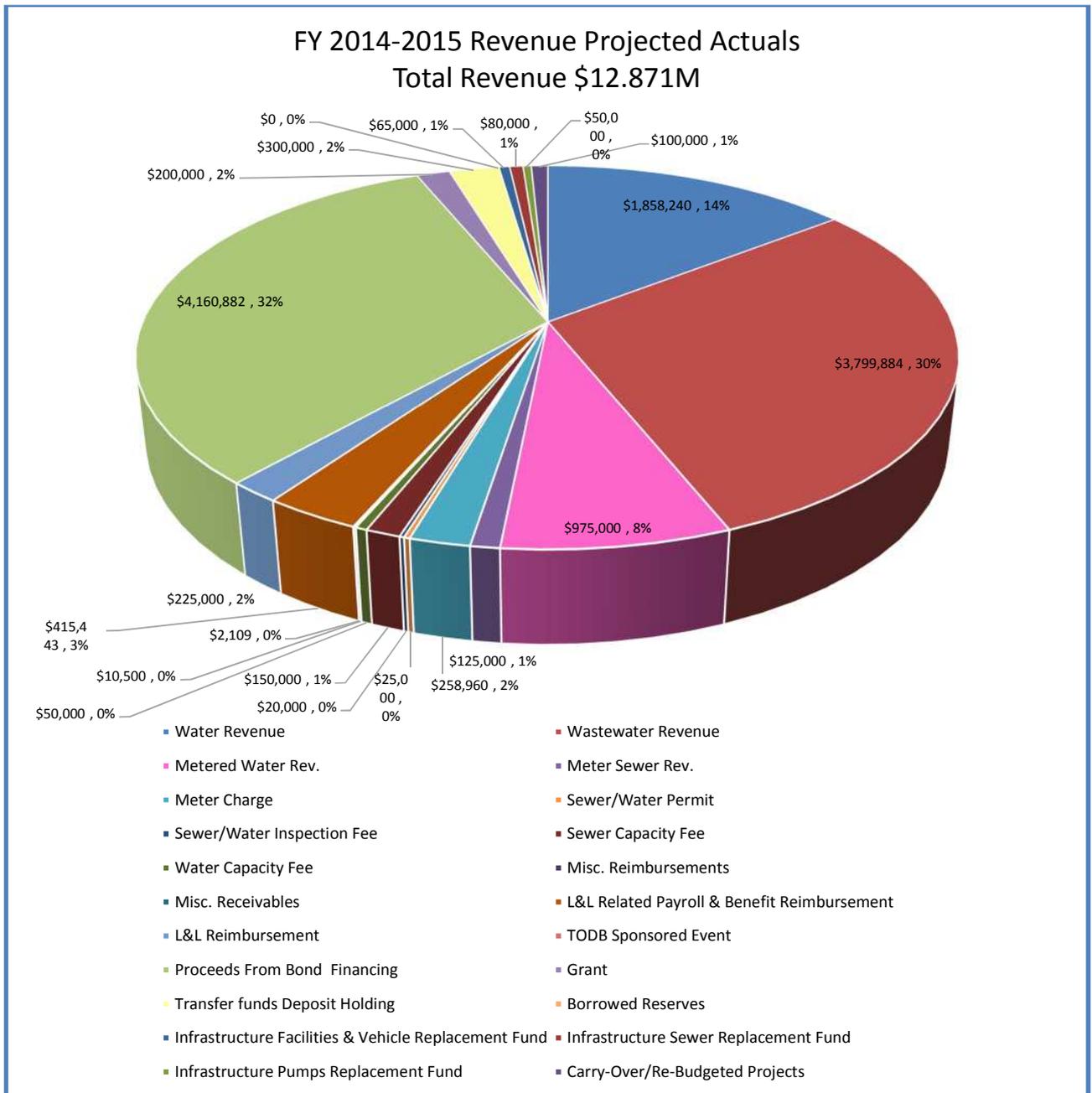


FY 2013/2014 Revenue Budget
 Total Revenue \$13.469M



- Water Revenue
- Metered Water Rev.
- Meter Charge
- Sewer/Water Inspection Fee
- Water Capacity Fee
- Misc. Receivables
- L&L Reimbursement
- Proceeds From Bond Financing
- Transfer funds Deposit Holding
- Infrastructure Facilities & Vehicle Replacement Fund
- Wastewater Revenue
- Meter Sewer Rev.
- Sewer/Water Permit
- Sewer Capacity Fee
- Misc. Reimbursements
- L&L Related Payroll & Benefit Reimbursement
- TODB Sponsored Event
- Grant
- Borrowed Reserves
- Infrastructure Sewer Replacement Fund

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Revenue Budget**



Town of Discovery Bay Community Services District
Contra Costa County, California
Operating & Capital Reserves



The Town of Discovery Bay CSD (TODBCSD) has established a reserve fund for its long term organizational and operational stability and the reserve funds enable the TODBCSD to cover expenditures due to unforeseen and unexpected cash flow requirements. This reserve Fund ensures that the TODBCSD accumulates, manages, maintains and uses certain financial resources only for specified purposes. The following table identifies the various sources of reserves that can be anticipated during the course of the coming fiscal year.

Reserves	FY 12/13	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Water & Wastewater Reserves	\$3,748,767	\$4,098,213	\$4,180,213	\$4,180,213
Sewer Infrastructure Replacement Fund	\$350,000	\$550,000	\$750,000*	\$950,000
Pumps/Motors Replacement Fund	\$90,000	\$140,000	\$190,000*	\$240,000
Water Infrastructure Replacement Fund	\$300,000	\$500,000*	\$700,000	\$900,000
Generators Replacement Fund		25,000	\$50,000	\$75,000
Facilities & Vehicles Replacement Fund	\$130,000	\$180,000*	\$230,000*	\$280,000
Draw Down		(\$36,527)	(\$195,000)	(\$317,526)
Reserves Total	\$3,748,767	\$4,098,213	\$4,180,213	\$4,180,213
Infrastructure Replacement Total	\$870,000	\$1,358,473	\$1,688,473	\$2,127,474
Total Reserves	\$4,618,767	\$5,456,686	\$5,868,686	\$6,307,687

*Reserve Draw-Down Detail

- *Sewer Replacement \$80,000
- *Pumps Replacement \$50,000
- *Facilities & Vehicle Replacement \$65,000

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Operations and Maintenance Budget**



The Operations and Maintenance Budget for the Fiscal Year 2014/15 represents the day-to-day spending plan that meets the needs of the District and keeps it running smoothly and efficiently. The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures.

For FY 14/15 the O&M budget remains essentially the same as FY 13/14. The Operations and Maintenance (O&M) program has a proposed spending plan of \$6,094,047 in FY 14/15 and \$6,023,306 in FY 15/16 for a total of \$12,117,353 over two years. This represents an increase of \$308,259 or 6% over FY 13/14. Increases to the O&M program are evident in the Consulting Services, where an increase of \$173,300 is needed for State Mandated special studies as well as a records retention and an organizational safety project. The second area that has increased is in Electrical Utilities. This increase of \$20,000 represents the new plant upgrades that have been taking place under the five year Capital Improvement Plan. The last major change to the operating and maintenance budget is in Large Item Preventative & Corrective Replacement which represents a new budget amount of \$100,000. This new budget line reduces Repairs and Maintenance Pumps by \$70,000.

Water & Wastewater	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Personnel	\$911,299	\$859,779	\$957,950	\$995,069
Operation & Maintenance	\$5,285,504	\$4,960,578	\$5,136,097	\$5,028,237
Total	\$6,196,803	\$5,820,357	\$6,094,047	6,023,306

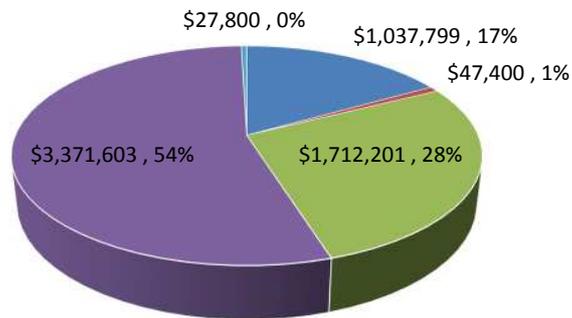
Administration Division	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$906,299	\$854,779	\$373,899	\$388,855
Employer Taxes			\$41,544	\$43,206
Overtime	\$5,000	\$5,000		
Operation & Maintenance				
Landscape Related Reimbursable	\$225,000	\$241,753	\$225,000	\$250,000
General Fund Total	\$1,136,299	\$1,101,532	\$640,443	\$682,061

Water Division	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages			\$193,503	\$201,243
Employer Taxes			\$21,500	\$22,360
Overtime			\$2,000	\$2,000
Group Insurance	\$15,240	\$25,402	\$15,240	\$15,697
Worker's Comp	\$20,000	\$41,213	\$20,000	\$20,600
457 B Plan	\$12,000	\$9,783	\$12,000	\$12,360
Temp Employees	\$3,360	\$2,749	\$3,360	\$3,600
Board of Directors				
Compensation	\$16,560	\$10,192	\$16,560	16,560
Travel	\$1,600	\$1,674	\$2,400	\$2,400
Trainings, Meetings	\$800	\$2,021	\$800	\$800
Consulting Services				
Consulting Services	\$84,000	\$55,350	\$153,320	\$109,000
Waste Water Service Contract	\$478,720	\$518,607	\$489,430	\$504,112
Professional Fees	\$960	\$0		
Preventative & Corrective	\$42,800	\$24,422	\$42,800	\$42,800
P&C Large Replacement		\$14,342	\$40,000	\$40,000
Legal	\$60,000	\$34,402	\$62,000	\$62,000
Audit Services	\$12,400	\$14,496	\$12,400	\$12,800
Contract Mailing	\$15,000	\$14,492	\$15,000	\$15,000
Operations & Maintenance				
Travel	\$2,000	\$4,894	\$2,000	\$3,200
Training	\$2,800	\$5,859	\$2,800	\$2,800
Subscriptions	\$1,060	\$343	\$1,060	\$1,060
Memberships	\$7,200	\$7,458	\$7,200	\$7,200
TODB Sponsored Events	\$2,400	\$1,350	\$2,400	\$2,400
PR, Advertising & Elections	\$2,600	\$6,358	\$7,800	\$3,200
Telecommunications	\$9,480	\$11,120	\$9,480	\$9,480
Materials	\$400	\$0	\$1,880	\$1,880
Automotive Fuel, Supplies & Repairs	\$12,000	\$11,080	\$12,400	\$16,400
Repairs & Maintenance	\$279,600	\$464,569	\$251,600	\$252,472
Office Supplies	\$4,600	\$7,247	\$4,600	\$5,400
Rent & Facility Expense	\$15,800	\$10,456	\$13,800	\$7,800
Insurance	\$28,400	\$42,937	\$30,000	\$31,388
Permits & Fees	\$16,000	\$15,706	\$16,000	\$16,000
Utilities	\$302,000	\$370,039	\$310,000	\$320,000
Chemicals	\$37,500	\$21,532	\$30,000	\$30,000
Freight	\$1,120	\$434	\$1,320	\$1,320
Other	\$296,381	\$133,357	\$137,264	\$104,342
Inter-Governmental Charges				
Inter-Governmental	\$11,120	\$19,483	\$11,014	\$10,640
Water Fund Total	\$1,795,901	\$1,903,367	\$1,954,929	\$1,910,315

Wastewater Division	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages			\$290,245	\$301,864
Employer Taxes			\$32,250	\$33,540
Overtime			\$3,000	\$3,000
Group Insurance	\$22,860	\$26,404	\$22,860	\$23,546
Worker's Comp	\$30,000	\$45,429	\$30,000	\$30,900
457 B Plan	\$18,000	\$14,675	\$18,000	\$18,540
Temp Employees	\$5,040	\$3,932	\$5,040	\$5,400
Board of Directors				
Compensation	\$24,840	\$15,168	\$24,840	\$24,840
Travel	\$2,400	\$2,571	\$3,600	\$3,600
Trainings, Meetings	\$1,200	\$3,032	\$1,200	\$1,200
Consulting Services				
Consulting Services	\$126,000	\$92,007	\$229,980	\$163,500
Waste Water Service Contract	\$718,080	\$777,911	\$734,145	\$756,169
Professional Fees	\$1,440	\$0		
Preventative & Corrective	\$64,200	\$80,067	\$64,200	\$64,200
P&C Large Replacement		\$68,139	\$60,000	\$60,000
Legal	\$90,000	\$20,677	\$93,000	\$93,000
Audit Services	\$18,600	\$21,744	\$18,600	\$19,200
Contract Mailing				
Operations & Maintenance				
Travel	\$3,000	\$6,733	\$3,000	\$4,800
Training	\$4,200	\$3,540	\$4,200	\$4,200
Subscriptions	\$1,590	\$643	\$1,590	\$1,590
Memberships	\$10,800	\$12,481	\$10,800	\$10,800
TODB Sponsored Events	\$3,600	\$2,024	\$3,600	\$3,600
PR, Advertising & Elections	\$3,900	\$10,295	\$11,700	\$4,800
Telecommunications	\$14,220	\$17,657	\$14,220	\$14,220
Materials	\$600	\$0	\$2,820	\$2,820
Automotive Fuel, Supplies & Repairs	\$18,000	\$15,440	\$18,600	\$24,600
Repairs & Maintenance	\$424,400	\$207,343	\$382,400	\$383,708
Office Supplies	\$6,900	\$11,442	\$6,900	\$8,100
Rent & Facility Expense	\$23,700	\$18,685	\$20,700	\$11,700
Insurance	\$42,600	\$87,285	\$45,000	\$47,082
Permits & Fees	\$49,000	\$82,623	\$49,000	\$49,000
Utilities	\$453,000	\$355,833	\$465,000	\$480,000
Chemicals	\$25,000	\$15,400	\$20,000	\$20,000
Freight	\$1,680	\$206	\$1,980	\$1,980
Other	\$1,043,071	\$774,278	\$789,693	\$739,470
Inter-Governmental Charges				
Inter-Governmental	\$16,680	\$21,794	\$16,520	\$15,960
Wastewater Fund Total	\$3,268,602	\$2,815,458	\$3,498,674	\$3,430,930
Total Budget	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
	\$6,196,803	\$5,820,357	\$6,094,047	\$6,023,306

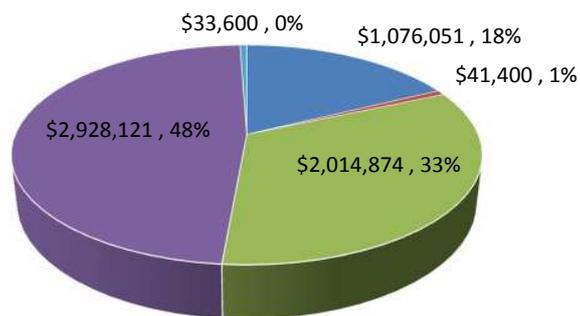


FY 2013/2014 Operations & Maintenance Budget
Total Expenditures \$6.196M



- Salary & Wages
- Board of Directors Compensation
- Contract Services
- Operation & Maintenance
- Inter-Governmental Charges

FY 2014/2015 Operations & Maintenance Budget
Total Expenditures \$6.094M



- Salary & Wages
- Board of Directors Compensation
- Contract Services
- Operation & Maintenance
- Inter-Governmental Charges

***Town of Discovery Bay Community Services District
Contra Costa County, California
Capital Improvement Program Budget***



The Capital Improvement Program for Fiscal Year 2014/2016 is valued at \$11,313,072 and includes funding necessary to properly service, maintain and support the basic functions of District operations; it includes \$6,164,882 continued construction for the two (2) CIP Water & Wastewater Master Plans as well as \$3,366,000 for the approved CIP projects, \$200,000 Grant for the Reclaimed water project; and \$1,482,190 for future growth projects.

The CIP is broken down into 7 distinct areas – Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; Building & Improvements; and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure, as well as preparing to accommodate future development.

The Water and Wastewater Master Plans that were commissioned late in fiscal year 2010-2011 were completed, have been reviewed by the Board of Directors and were accepted. Future residential and commercial development in Discovery Bay will determine the timing of any capital improvements necessary to accommodate any new growth.

Wastewater– Capital Improvements and Structures & Replacements

For FY 2014/15 the Wastewater CIP and Structures & Replacements represent 14 projects at a total combined cost of \$4,788,952; of which \$3,533,582 is allocated the construction work of the Wastewater Master Plan which will be financed and \$397,370 is allocated for Growth Induced projects. \$858,000 is allocated for approved CIP projects including, Collection System Pump Station Improvements, SCADA Improvements, Rehab of Manholes, Raising Manholes, Valve Replacement Project, Monitoring Well WWTP#2; and Lift Station Rehabilitation Project.

Water Capital Improvements and Structures & Replacements

For FY 2014/15 The CIP for Domestic Water production includes 3 projects at total combined cost of \$898,020. The projects include \$627,300 for is allocated the construction work of the Wastewater Master Plan which will be financed. \$250,000 is allocated for approved CIP projects including replacing 8-in Mainline on Discovery Blvd to Beaver Lane and \$20,720 is budget for growth induced projects.

Equipment: Capital

There are no planned Equipment purchases listed for FY 2014/15 at this time.

Vehicle: Capital

The District plans for FY14/15 is to purchase a heavy duty truck to replace an existing vehicle that is out of operation. Amount allotted for this purchase is \$40,000.

Building and Improvements

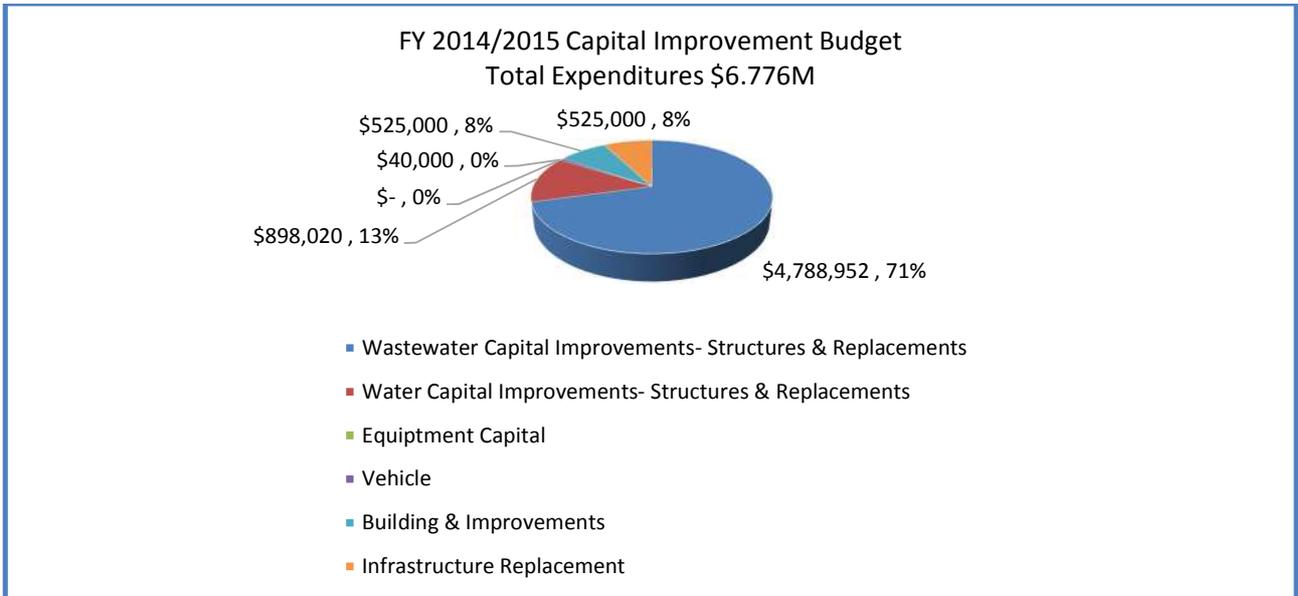
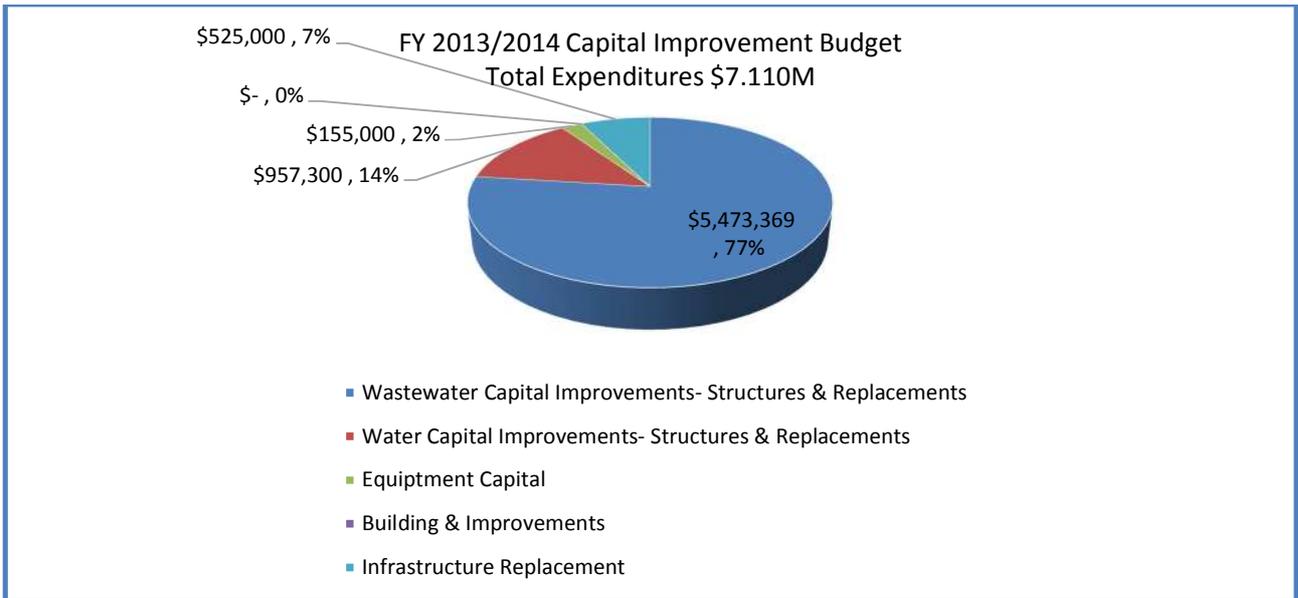
For FY 2014/2015 there are 4 planned Building & Improvement projects totaling \$525,000. These projects included \$25,000 for Well #2 Building Roof and Structure Replacements & Repairs, \$150,000 for a Vehicle Storage Facility at Wastewater Treatment Plant #2, \$150,000 for the design work for District offices to be built on the Community Center property, and \$200,000 anticipated Grant Funding for a Reclaimed Water Project.

Infrastructure Replacement Fund

The addition of the Infrastructure Replacement Fund allocates \$525,000 in FY 2014/2015 for four distinct areas: Sewer Infrastructure; Pumps and Motors Replacement; Water Infrastructure; Generators and Facilities and Vehicles Replacement.

Capital Improvement	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Wastewater Capital Improvements & Structures Replacement	\$5,473,369	\$4,778,988	\$4,788,952	\$3,097,620
Water Capital Improvements & Structures Replacement	\$957,300	\$596,444	\$898,020	\$663,480
Vehicle Capital			\$40,000	
Equipment Capital	\$155,000	\$80,276		
Building & Improvements			\$525,000	\$250,000
Infrastructure Replacement	\$525,000	\$525,000	\$525,000	\$525,000
Carry-over	\$161,332	\$1,032,704		
Total Capital Improvements	\$7,272,001	\$7,013,412	\$6,776,972	\$4,536,100





		5/31/2014	Adopted 2013/2014 Budget	2013/2014 Actual	Proposed 2014/2015 Budget	Proposed 2015/2016 Budget	Proposed 2016/2017 Budget	Proposed 2017/2018 Budget	Proposed 2018/2019 Budget	Total Proposed 5 year Budget 2014/2019 Budget	Full Project Budget
1100	Equipment										
	Electronic Message Board	37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
	Boom Lift	38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
	Security Camera's	39	\$ 25,000	\$ 19,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	Leak Detection Tool	66	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
	2 Yard Tractor	64	\$ 100,000	\$ 60,426	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
	Equipment Total		\$ 155,000	\$ 80,276	\$ -	\$ 205,000					
1120	Vehicles										
	Vehicle	A	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	\$ 80,000	\$ 70,000
	Vehicle Total		\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	\$ 80,000	\$ 70,000
1150	CIP Building & Improvements										
*****	Well #2 Building Roof and Structure Replacements & Repairs	82	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
*****	Vehicle Storage Facility	73	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 100,000
*****	Reclaimed Water Project	74	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
*****	District Offices	75	\$ -	\$ -	\$ 150,000	\$ 250,000	\$ 2,000,000	\$ -	\$ -	\$ 2,400,000	\$ 2,400,000
	CIP Building & Improvements Total		\$ -	\$ -	\$ 525,000	\$ 250,000	\$ 2,000,000	\$ -	\$ -	\$ 2,750,000	\$ 2,700,000
21-1155	CIP wastewater										
	Secondary Effluent Pump Station Modifications	5	\$ -	\$ -	\$ 37,500	\$ -	\$ 212,500	\$ -	\$ -	\$ 250,000	\$ 250,000
	Secondary Effluent Equalization	6	\$ -	\$ -	\$ 69,380	\$ 610,620	\$ -	\$ -	\$ -	\$ 680,000	\$ 680,000
	Effluent Filtration	7	\$ -	\$ -	\$ 290,490	\$ -	\$ 2,161,755	\$ 2,161,755	\$ -	\$ 4,614,000	\$ 4,614,000
	Total	5,6,7	\$ -	\$ -	\$ 397,370	\$ 610,620	\$ 2,374,255	\$ 2,161,755	\$ -	\$ 5,544,000	\$ 5,544,000
	Revise UV Disinfection Weirs	8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Conduct UV Disinfection Viral Bioassay Test	9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Upgrade UV Disinfection	10	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 1,080,000	\$ -	\$ 1,200,000	\$ 1,200,000
	Add Pump to Export Pump Station	12	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
	Solids Improvements, phase 2: One New Solar Dryer	14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Collection System Pump Station Improvements	15	\$ 135,000	\$ -	\$ 270,000	\$ 190,000	\$ 190,000	\$ -	\$ -	\$ 650,000	\$ 650,000
	SCADA Improvements	16	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
	Fiber to Plant 1	36	\$ 42,015	\$ 25,193	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
	NPDES permitt Renewal	65	\$ 40,000	\$ 66,897	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ 40,000
	CIP Wastewater Total		\$ 567,015	\$ 92,091	\$ 1,017,370	\$ 900,620	\$ 2,564,255	\$ 2,321,755	\$ 1,080,000	\$ 7,884,000	\$ 7,934,000
20-1160	CIP Water										
	<u>Source Capacity</u>										
	Well 7	51	\$ 627,300	\$ 550,080	\$ 627,300	\$ -	\$ -	\$ -	\$ -	\$ 627,300	\$ 1,476,000
	Well 8	52	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 227,400	\$ 644,300	\$ 594,300	\$ 1,516,000	\$ 1,516,000
	Well 1B pump Equipment Upgrade	53	\$ 30,000	\$ 46,364	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
	<u>Treatment Filter at Willow Lake</u>										
	Treatment Filter unit at Willow Lk WTP vessel, media, foundation, all new face piping & controls	54	\$ -	\$ -	\$ 20,720	\$ 238,280	\$ -	\$ -	\$ -	\$ 259,000	\$ 259,000
	New Backwash Tank at Willow Lk WTP piping modifications & foundation	55	\$ -	\$ -	\$ -	\$ 28,800	\$ 331,200	\$ -	\$ -	\$ 360,000	\$ 360,000
	New Recycle Pumps at Willow Lk WTP 3 pumps, piping & controls	56	\$ -	\$ -	\$ -	\$ -	\$ 72,000	\$ -	\$ -	\$ 72,000	\$ 72,000
	Recycle Pump Upgrade - Newport	57	\$ -	\$ -	\$ -	\$ -	\$ 28,800	\$ -	\$ -	\$ 28,800	\$ 28,800
	CIP Water Total		\$ 707,300	\$ 596,444	\$ 648,020	\$ 317,080	\$ 630,600	\$ 673,100	\$ 594,300	\$ 2,863,100	\$ 3,741,800
21-1170	Structures & Improvements Wastewater										
	Influent Pump Station Modifications	1	\$ 981,360	\$ 1,936,346	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,040,242
	RE-Activate Pump Station W	2	\$ 355,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 376,639
	Emergency Storage Facilities	3	\$ 114,210	\$ -	\$ 114,210	\$ -	\$ -	\$ -	\$ -	\$ 114,210	\$ 243,000
	Total 1, 2 & 3	1, 2 & 3	\$ 1,450,890	\$ 1,936,346	\$ 114,210	\$ -	\$ -	\$ -	\$ -	\$ 114,210	\$ 1,659,881
	Splitter Box, OX ditch, Clarifier, RAS pumps at Plant 2, standby Aerators	4	\$ 2,722,500	\$ 930,114	\$ 3,006,000	\$ 2,004,000	\$ -	\$ -	\$ -	\$ 5,010,000	\$ 6,050,000
	Reverse Osmosis Facilities	11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses	13	\$ 385,000	\$ 1,820,438	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,600,000
	Total 13 & 14	13 & 14	\$ 385,000	\$ 1,820,438	\$ -	\$ 4,600,000					
*****	Upgrade Ox Ditch 1	71	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
*****	Upgrade Ox Ditch 2	72	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
*****	Valve Replacement Project	83	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*****	Monitoring Well WWTP#2	84	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*****	Sandblast & Epoxy Clarifier #1 WWTP#1	85	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
*****	Relocate Control Panel from L/S F to L/S C	86	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Rehab Manholes	40	\$ 18,000	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 20,000	\$ -	\$ 74,000	\$ 110,000
	Raise Manholes	41	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 40,000	\$ 60,000
	Spare NTU Sensor	42	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000

	Road Crossing Ramps	43		
	Salinity Project	44	\$ 49,964	\$ -
	Lift Station F Rehab	62	\$ 250,000	\$ -
	UV Bank	63	\$ -	\$ -
*****	Lift Station Rehabilitation Project	76	\$ -	\$ -
*****	Plant 1 RAS Pumpstation Control Panel	77	\$ -	\$ -
	Structures & Improvements Wastewater Total		\$ 4,906,354	\$ 4,686,897
20-1170	Structures & Improvements Water			
	<u>Water Distribution System</u>			
	Replace 8-in mainline w/new 16-in C905 - willow lk from Disco Blvd to Beaver Ln	60	\$ 250,000	\$ -
	<u>Storage Tanks</u>			
	New Water Storage Tank - Newport WTP	61	\$ -	\$ -
	Willow Lake WTP Chemical Room Upgrade	45	\$ -	\$ -
	Security Door Locks	46	\$ -	\$ -
	Structures & Improvements Water Total		\$ 250,000	\$ -
1180	Infrastructure Replacement Fund			
21-1180	Sewer Infrastructure Replacement Program	47	\$ 200,000	\$ 200,000
20/21-1180	Pumps/Motors Replacement Fund Program	48	\$ 50,000	\$ 50,000
20-1180	Water Infrastructure Replacement Program	49	\$ 200,000	\$ 200,000
all depts	Generators Replacement Fund Program	67	\$ 25,000	\$ 25,000
all depts	Facilities & Vehicles Replacement Fund	50	\$ 50,000	\$ 50,000
	Infrastructure Replacement Fund Total		\$ 525,000	\$ 525,000
	Encumbrance(s) Carry Over (Re-budgeted) Capital		\$ 161,332	\$ 1,129,961
	Capital Totals		\$ 1,674,979	\$ 743,731
	Grant Financed Totals		\$ -	\$ -
	Bond Financed Totals		\$ 5,435,690	\$ 5,236,977
	Growth Induced Totals		\$ -	\$ -
	Total Capital		\$ 7,110,669	\$ 5,980,708
	etted) Capital		\$ 7,272,001	\$ 7,110,669

\$ -				
\$ -				
\$ 413,372	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 100,000				
\$ 50,000	\$ 50,000			
\$ 3,771,582	\$ 2,197,000	\$ 78,000	\$ 80,000	\$ -
\$ 250,000	\$ 250,000	\$ 750,000	\$ 610,960	\$ -
\$ -	\$ 86,400	\$ 993,600	\$ -	\$ -
\$ -	\$ 10,000	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 250,000	\$ 346,400	\$ 1,743,600	\$ 610,960	\$ -
\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000
\$ 1,998,000	\$ 1,468,000	\$ 3,770,400	\$ 1,940,260	\$ 1,119,300
\$ 200,000	\$ -	\$ -	\$ -	\$ -
\$ 4,160,882	\$ 2,004,000	\$ -	\$ -	\$ -
\$ 418,090	\$ 1,064,100	\$ 3,771,055	\$ 2,310,555	\$ 1,080,000
\$ 6,776,972	\$ 4,536,100	\$ 7,541,455	\$ 4,250,815	\$ 2,199,300
\$ 6,576,972	\$ 4,536,100	\$ 7,541,455	\$ 4,250,815	\$ 2,199,300

\$ -	\$ 15,000
\$ -	\$ 50,000
\$ 413,372	\$ 580,000
\$ -	\$ 250,000
\$ 100,000	\$ 50,000
\$ 100,000	\$ 50,000
\$ 5,851,582	\$ 13,594,881
\$ 1,860,960	\$ 1,860,960
\$ 1,080,000	\$ 1,080,000
\$ 10,000	\$ 25,000
\$ -	\$ 10,000
\$ 2,950,960	\$ 2,975,960
\$ 1,000,000	\$ -
\$ 250,000	\$ -
\$ 1,000,000	\$ -
\$ 125,000	\$ -
\$ 250,000	\$ -
\$ 2,625,000	\$ -
\$ -	\$ -
\$ 9,995,960	\$ 7,761,960
\$ 200,000	\$ 200,000
\$ 6,164,882	\$ 14,615,881
\$ 8,643,800	\$ 8,643,800
\$ 25,004,642	\$ 31,221,641
\$ 25,104,642	\$ 31,021,641

*Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting and Landscape*



The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. The landscape areas in Discovery Bay are broken down into five landscape zones. Two of those zones are owned by the Town of Discovery Bay CSD, with the remaining three owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8/ Community Center:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

The Discovery Bay Recreation and Community Center was established to provide community based and age appropriate recreational programming. These activities will be the byproduct of the purchase of the Discovery Bay Community Center in FY 2012/13. Recreational activities take place throughout town; and the Community Center is the central location for those activities

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61:

Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting and Landscape Zone 8/ Community Center
 Revenue, Expenditure and Capital Improvement
 Budget**



L&L 8/Community Center Revenue	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Assessed Income	\$462,000	\$490,889	\$478,000	\$478,000
Grant	\$400,000	\$400,000*	\$65,000	
Landscape Related Reimbursable		\$14,725	\$6,000	\$6,000
Reimbursements		\$4,752	\$50,000	
Payroll Reimbursable			\$8,206	\$8,206
Other		\$75,683		
Gifts & Contributions		\$1,000		
Program Fees		\$34,234	\$25,000	\$25,000
Events		\$8,400	\$3,000	\$3,000
Swim Team		\$34,263	\$32,000	\$32,000
Rentals		\$5,511	\$5,000	\$5,000
Rental Deposits		\$225		
Apparel		\$556		
Food		\$524	\$500	\$500
Beverage		\$427	\$500	\$500
Pool Fee	\$32,000 * Pool/Use fee	\$8,808	\$7,500	\$7,500
Advertising			\$4,500	\$4,500
Total Revenue	\$894,000	\$1,079,997	\$685,206	\$570,206

*.move to reserves

Zone 8 & Community Center Reserves	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Reserve Bal.	\$229,712	\$737,317		
Reserves	\$400,000		\$517,538	\$468,138
Reserve Draw		\$219,779	\$49,400	
Total Reserves	\$629,712	\$517,538	\$468,138	\$468,138

Zone 8 & Community Center	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Personnel	\$119,000	\$115,887	\$273,084	\$283,084
Operation & Maintenance	\$747,240	\$783,909	\$461,522	\$333,522
Total	\$866,240	\$899,796	\$734,606	\$616,606

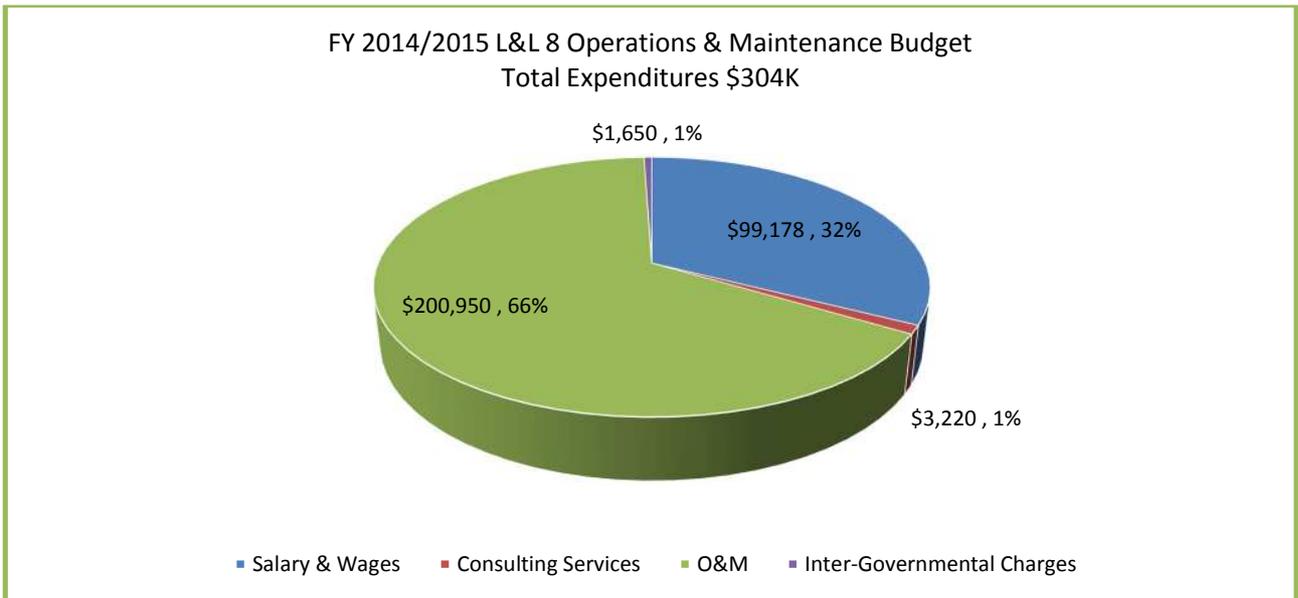
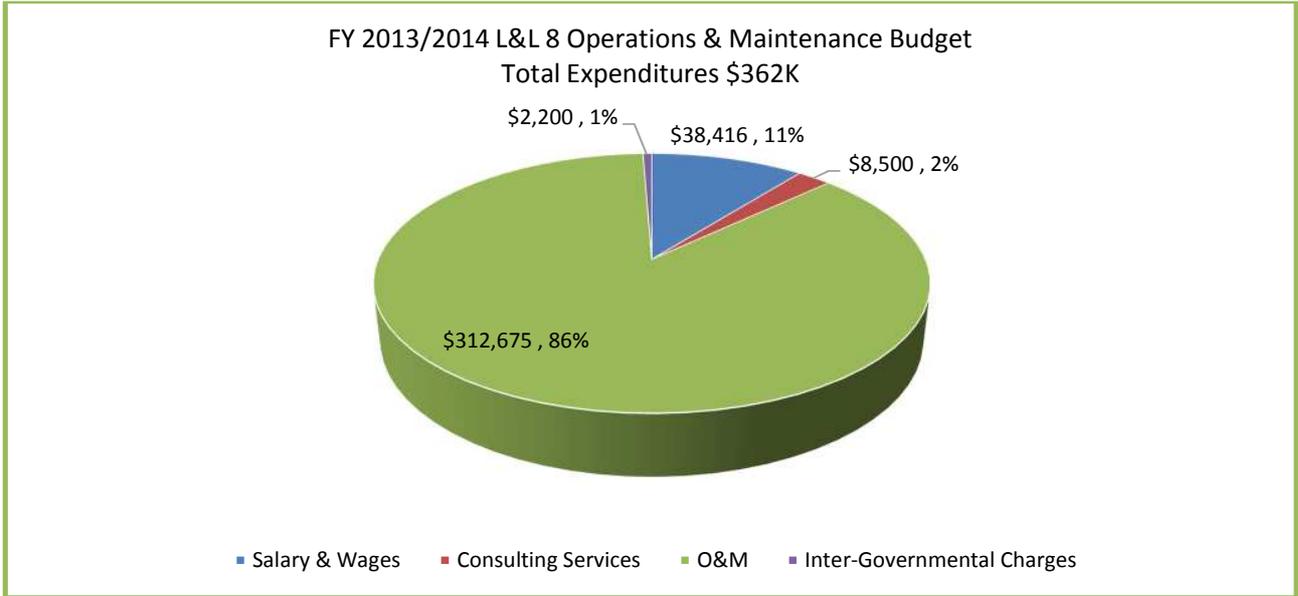
L&L 8 Expenditures	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$38,416	\$41,068	\$89,259	\$94,259
Employer Taxes		\$4,560	\$9,917	\$9,917
Group Insurance		\$10,089		
Worker's Comp		\$6,421		
Temp Employees		\$4,191		
Consulting				
Consulting Services	\$3,500	\$3,845		
Legal	\$500	\$121	\$1,000	\$1,000
Audit	\$2,215	\$4,430	\$2,220	\$2,220
Operations & Maintenance				
Travel	\$1,000	\$1,652	\$1,000	\$1,000
Training	\$1,500	\$521	\$1,500	\$1,500
Subscriptions	\$200	\$190	\$200	\$200
Memberships	\$525	\$330	\$525	\$525
PR, Advertising & Elections	\$300		\$50	\$50
Telecommunications	\$2,325	\$3,762	\$3,325	\$3,325
Materials	\$500	\$196	\$2,000	\$2,000
Automotive Fuel, Supplies & Repairs	\$4,500	\$4,508	\$5,000	\$5,000
Repairs & Maintenance	\$3,850	\$5,638	\$4,950	\$4,950
Office Supplies	\$4,800	\$2,223	\$2,450	\$2,450
Rent & Facility Exp	\$161,750	\$134,317	\$55,000	\$55,000
Insurance		\$3,309	\$1,700	\$1,700
Permits & Fees		\$597		
Utilities	\$120,675	\$120,369	\$118,500	\$118,500
Chemicals				
Freight				
Other	\$10,750	\$8,966	\$4,750	\$4,750
Inter-Governmental Charges				
Inter-Governmental Charges	\$2,200	\$60,456	\$1,650	\$1,650
Total Expenditures	\$361,791	\$421,759	\$304,997	\$309,997

L&L 8 Capital Improvement	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Equipment	\$5,500	\$2,058	\$2,500	\$2,500
Buildings & Improvements		\$1,612		
Parks	\$74,767	\$69,527	\$14,500	
Streetscapes	\$80,394	\$15,025	\$2,500	\$2,500
Total Revenue	\$160,661	\$88,222	\$19,500	\$5,000

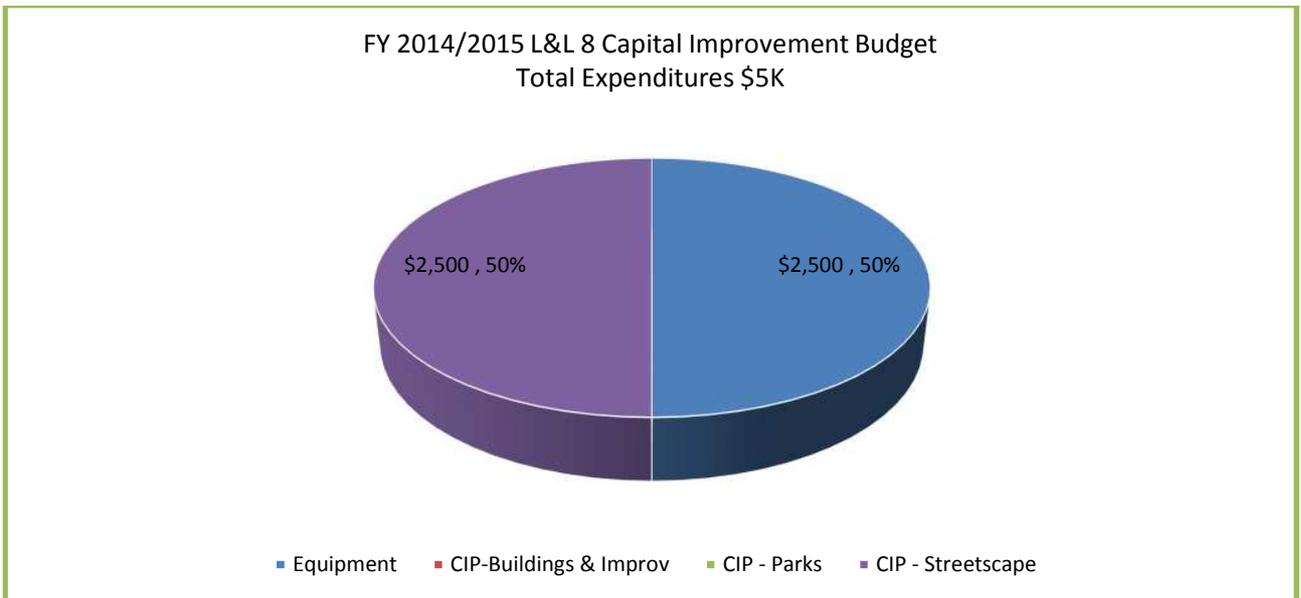
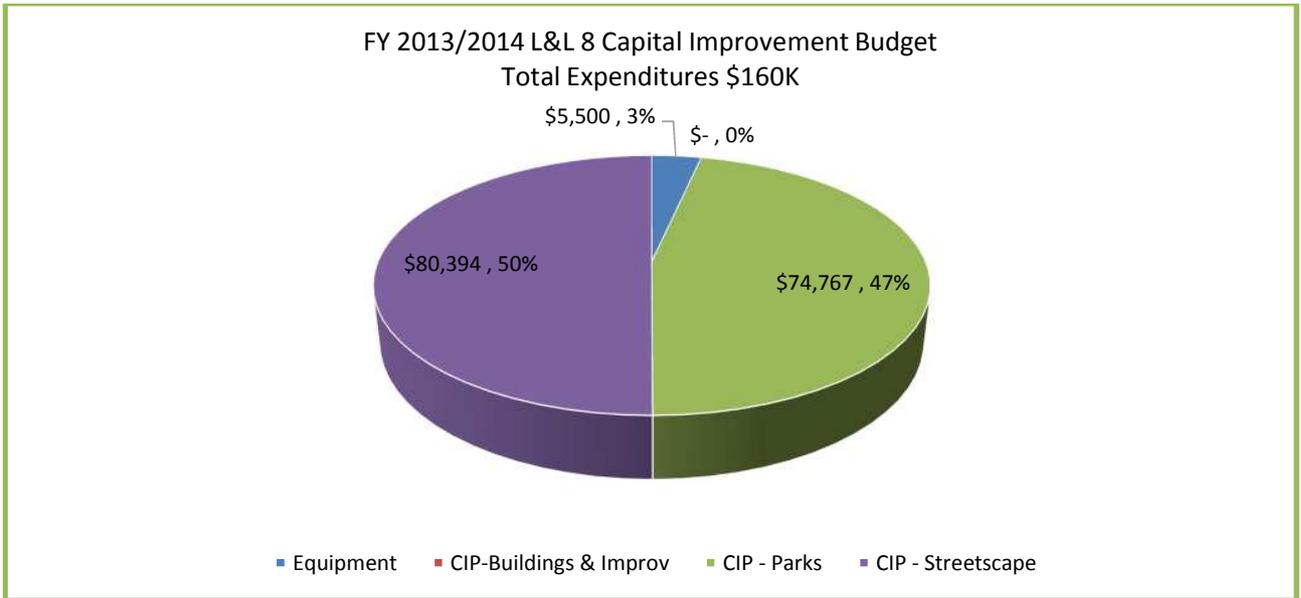
Community Center Expenditures	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$81,241	\$63,233	\$156,518	\$161,518
Employer Taxes		\$7,026	\$17,390	\$17,390
Group Insurance		\$3,360		
Temp Employees	\$25,352	\$8,326		
Consulting				
Consulting Services	\$13,600	\$10,850		
Legal		\$2,207	\$1,500	\$1,500
Audit				
Operations & Maintenance				
Travel		\$683	\$700	\$700
Training	\$1,550	\$2,465	\$1,500	\$1,500
Subscriptions	\$265	\$269	\$300	\$300
Memberships				
Events		\$10,565		
PR, Advertising & Elections	\$5,000	\$5,772	\$9,000	\$9,000
Telecommunications	\$2,335	\$4,467	\$3,700	\$3,700
Materials				
Automotive Fuel, Supplies & Repairs	\$750	\$880	\$100	\$100
Repairs & Maintenance		\$17,706	\$11,900	\$11,900
Office Supplies	\$1,900	\$3,882	\$3,000	\$4,500
Rent & Facility Exp	\$21,870	\$12,181	\$9,000	\$9,000
Insurance	\$3,500	\$5,057	\$4,500	\$4,500
Permits & Fees	\$1,300	\$2,353	\$2,000	\$2,000
Utilities	\$30,500	\$27,985	\$35,000	\$35,000
Chemicals	\$3,000	\$5,360	\$3,000	\$3,000
Freight	\$100			
Other	\$2,200	\$50,630	\$6,800	\$6,800
Community Center Exp	\$12,000		\$29,200	\$29,200
Inter-Governmental Charges				
Inter-Governmental Charges				
Total Expenditures	\$206,463	\$245,260	\$295,109	\$301,609

Community Center Capital Improvement	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Building & Improvements	\$137,325	\$144,525	\$115,000	N/A
Total CIP	\$137,325	\$144,525	\$115,000	N/A
Total Zone 8 Budget	\$866,240	\$899,796	\$734,606	\$616,606

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting & Landscaping Zone 8 Operations &
 Maintenance Budget**



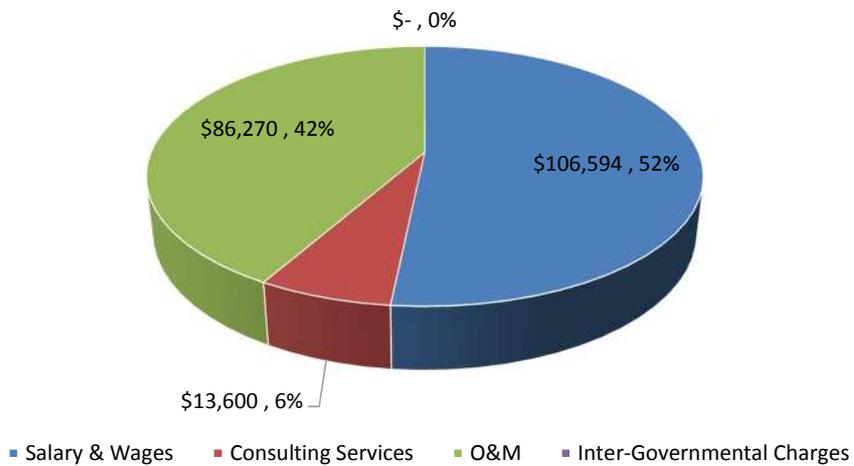
**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting & Landscaping Zone 8 Capital Improvement
 Budget**



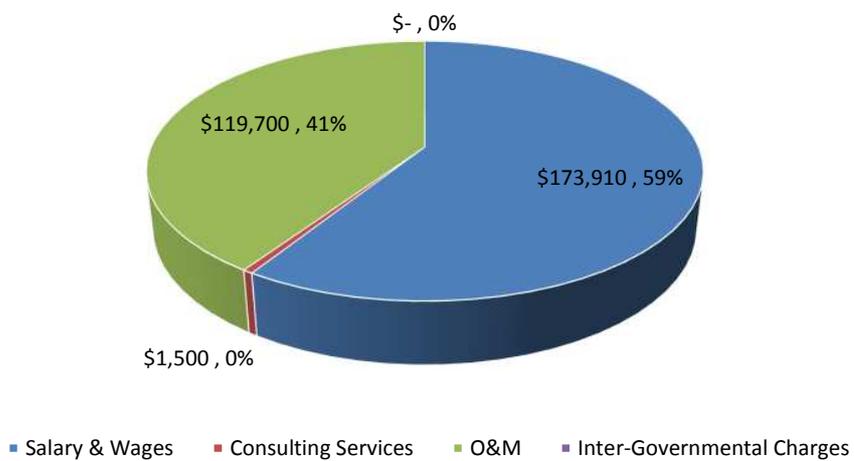
**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Community Center Zone 8 Operation & Maintenance
 Budget**



FY 2013/2014 Community Center Operations & Maintenance Budget
 Total Expenditures \$206K



FY 2014/2015 Community Center Operations & Maintenance Budget
 Total Expenditures \$295K



**Town of Discovery Bay Community Services District
Contra Costa County, California
Community Center Zone 8 Capital Improvement
Budget**

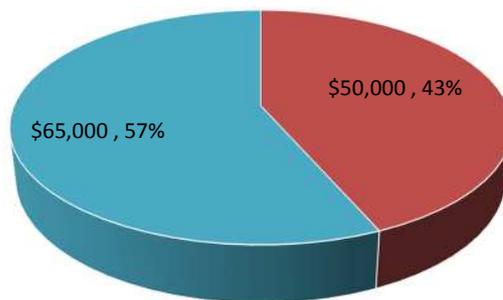


FY 2013/2014 Community Center Capital Improvement Budget
Total Expenditures \$80K



- Building & Improv
- CIP Swimming Pool
- CIP Security Cameras
- CIP Community Center Sign
- Tennis Courts

FY 2014/2015 Community Center Capital Improvement Budget
Total Expenditures \$115K

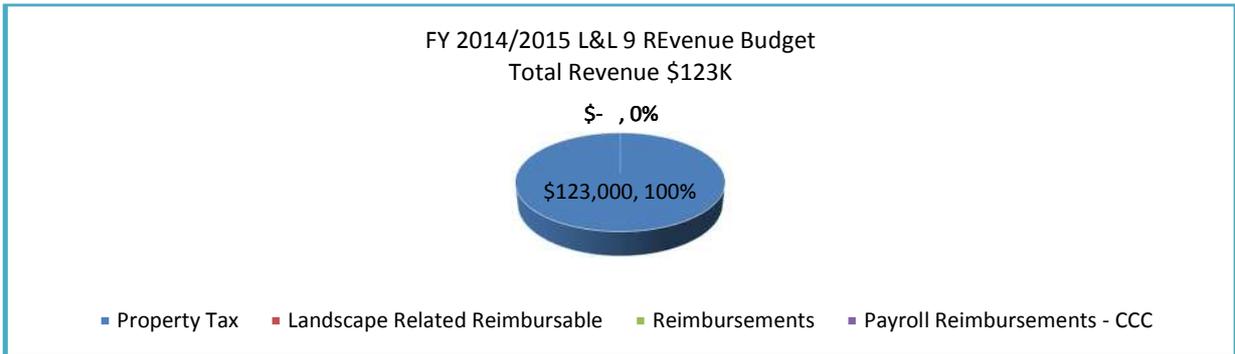
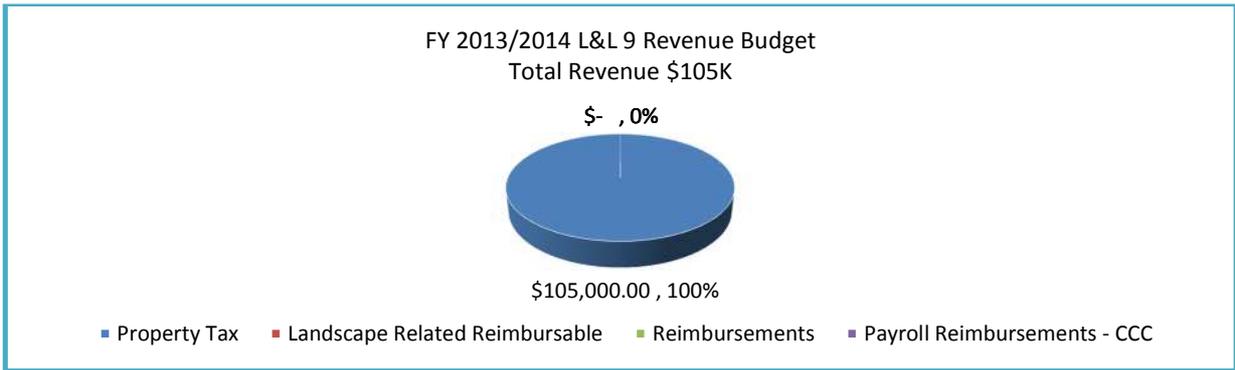


- Building & Improv
- CIP Swimming Pool
- CIP Security Cameras
- CIP Community Center Sign
- Tennis Courts

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting & Landscape Zone 9 Revenue, Expenditure
 and Capital Improvement Budget**



L&L 9 Revenue	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Assessed Income	\$105,000	\$116,212	\$114,000	\$114,000
Landscape Related Reimbursements		\$6,866		
Reimbursements			\$4,000	\$4,000
Payroll reimbursements			\$5,000	\$5,000
Reserves		\$29,121		
Total Revenue	\$105,000	\$152,199	\$123,000	\$123,000



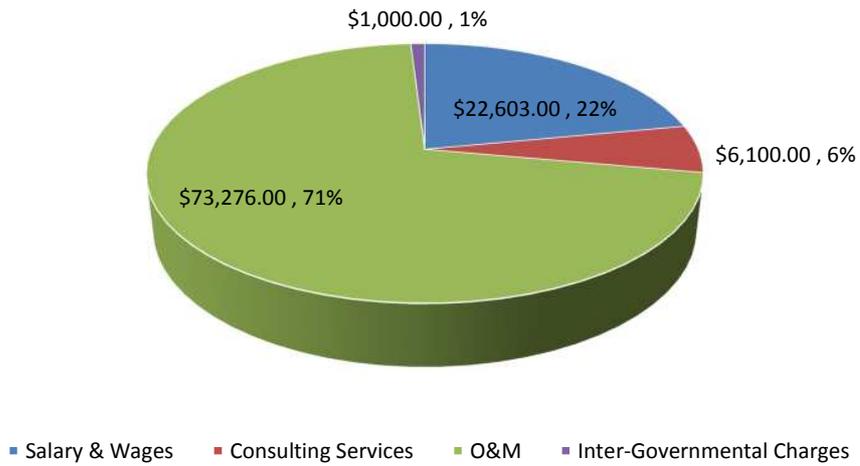
Zone 9 Reserves	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Reserve Bal.	\$141,121	\$141,121	\$112,000	\$116,512
Reserves			\$4,512	\$1,043
Reserve Draw		\$29,121		
Total Reserves	\$141,121	\$112,000	\$116,512	\$117,555

L&L 9 Expenditures	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$22,603	\$31,908	\$33,424	\$48,279
Employer Taxes			\$3,713	\$4,827
Group Insurance		\$9,614		
Temp Employees		\$4,828		
Consulting				
Consulting Services	\$4,100	\$1,665	\$4,100	\$4,100
Legal	\$2,000		\$1,000	\$1,000
Audit		\$4,430	\$2,200	\$2,220
Operations & Maintenance				
Travel	\$250	\$896	\$500	\$500
Training	\$250	\$289	\$300	\$300
Subscriptions	\$100	\$160	\$200	\$200
Memberships	\$200	\$240	\$240	\$240
PR, Advertising & Elections	\$350	\$60	\$60	\$60
Telecommunications	\$1,950	\$3,432	\$2,450	\$2,450
Materials	\$200		\$1,700	\$1,700
Automotive Fuel, Supplies & Repairs	\$1,250	\$4,232	\$3,250	\$3,250
Repairs & Maintenance	\$1,100	\$3,270	\$3,200	\$3,200
Office Supplies	\$1,650	\$1,787	\$1,550	\$1,550
Rent & Facility Exp	\$48,726	\$50,054	\$28,350	\$15,850
Insurance		\$2,273	\$1,200	\$1,200
Permits & Fees				
Utilities	\$16,450	\$16,376	\$21,450	\$21,450
Chemicals				
Freight				
Other	\$800	\$1,514	\$1,000	\$1,000
Inter-Governmental Charges				
Inter-Governmental Charges	\$1,000	\$5,147	\$1,600	\$1,600
Total Expenditures	\$102,979	\$148,597	\$111,488	\$114,957

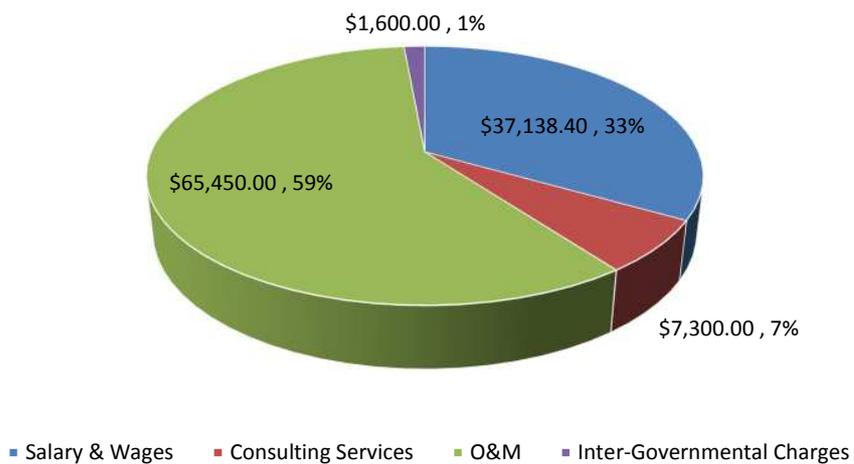
L&L 9 Capital Improvement	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Equipment	\$500	\$87	\$500	\$500
Parks	\$6,500	\$3,515	\$6,500	\$6,500
CIP Total	\$7,000	\$3,602	\$7,000	\$7,000

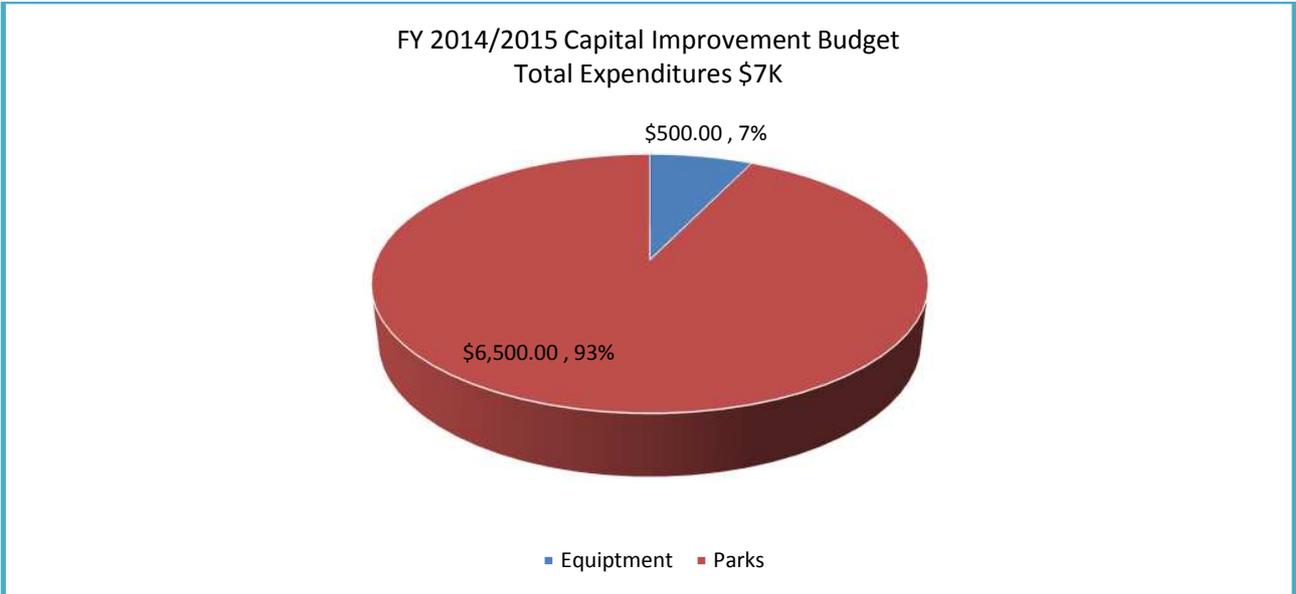
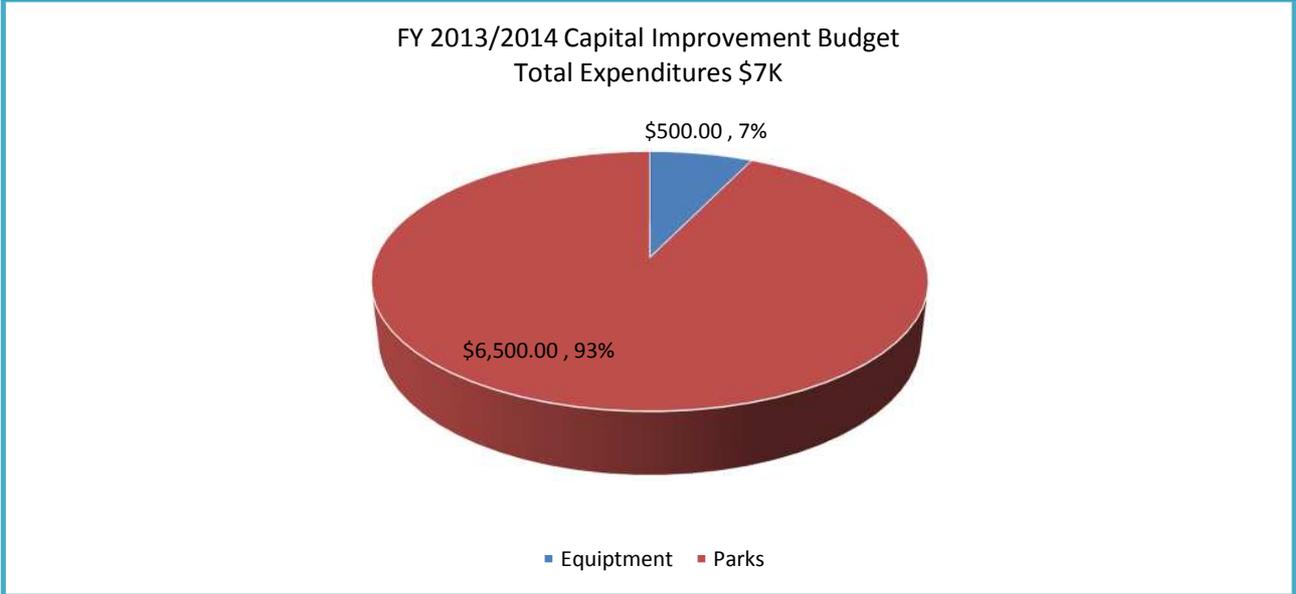


FY 2013/2014 L&L 9 Operations & Maintenance Budget
Total Expenditures \$102K



FY 2014/2015 L&L 9 Operations & Maintenance Budget
Total Expenditures \$111K







Appendix A

❖ Salary Range Tables

*Town of Discovery Bay Community Services District
 Contra Costa County, California
 Salary Range Tables*



TOWN OF DISCOVERY BAY CSD								
Salary Range Table								
Effective July 1, 2011								
Range #	Minimum Pay Rate				Maximum Pay Rate			
	Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
101	8.00	693	1,387	16,640	10.00	867	1,733	20,800
102	8.20	711	1,421	17,056	10.25	888	1,777	21,320
103	8.41	728	1,457	17,482	10.51	911	1,821	21,853
104	8.62	747	1,493	17,919	10.77	933	1,867	22,399
105	8.83	765	1,531	18,367	11.04	957	1,913	22,959
106	9.05	784	1,569	18,827	11.31	981	1,961	23,533
107	9.28	804	1,608	19,297	11.60	1,005	2,010	24,122
108	9.51	824	1,648	19,780	11.89	1,030	2,060	24,725
109	9.75	845	1,690	20,274	12.18	1,056	2,112	25,343
110	9.99	866	1,732	20,781	12.49	1,082	2,165	25,976
111	10.24	888	1,775	21,301	12.80	1,109	2,219	26,626
112	10.50	910	1,819	21,833	13.12	1,137	2,274	27,291
113	10.76	932	1,865	22,379	13.45	1,166	2,331	27,974
114	11.03	956	1,912	22,938	13.79	1,195	2,389	28,673
115	11.30	980	1,959	23,512	14.13	1,225	2,449	29,390
116	11.59	1,004	2,008	24,100	14.48	1,255	2,510	30,125
117	11.88	1,029	2,059	24,702	14.85	1,287	2,573	30,878
118	12.17	1,055	2,110	25,320	15.22	1,319	2,637	31,650
119	12.48	1,081	2,163	25,953	15.60	1,352	2,703	32,441
120	12.79	1,108	2,217	26,602	15.99	1,385	2,771	33,252
121	13.11	1,136	2,272	27,267	16.39	1,420	2,840	34,083
122	13.44	1,165	2,329	27,948	16.80	1,456	2,911	34,935
123	13.77	1,194	2,387	28,647	17.22	1,492	2,984	35,809
124	14.12	1,223	2,447	29,363	17.65	1,529	3,059	36,704
125	14.47	1,254	2,508	30,097	18.09	1,568	3,135	37,621
126	14.83	1,285	2,571	30,850	18.54	1,607	3,214	38,562
127	15.20	1,318	2,635	31,621	19.00	1,647	3,294	39,526
128	15.58	1,350	2,701	32,411	19.48	1,688	3,376	40,514
129	15.97	1,384	2,768	33,222	19.96	1,730	3,461	41,527
130	16.37	1,419	2,838	34,052	20.46	1,774	3,547	42,565
131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
132	17.20	1,491	2,981	35,776	21.50	1,863	3,727	44,720

133	17.63	1,528	3,056	36,671	22.04	1,910	3,820	45,838
134	18.07	1,566	3,132	37,587	22.59	1,958	3,915	46,984
135	18.52	1,605	3,211	38,527	23.15	2,007	4,013	48,159
136	18.99	1,645	3,291	39,490	23.73	2,057	4,114	49,363
137	19.46	1,687	3,373	40,477	24.33	2,108	4,216	50,597
138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
140	20.96	1,816	3,632	43,590	26.20	2,270	4,541	54,487
141	21.48	1,862	3,723	44,679	26.85	2,327	4,654	55,849
142	22.02	1,908	3,816	45,796	27.52	2,385	4,770	57,246
143	22.57	1,956	3,912	46,941	28.21	2,445	4,890	58,677
144	23.13	2,005	4,010	48,115	28.92	2,506	5,012	60,144
145	23.71	2,055	4,110	49,318	29.64	2,569	5,137	61,647
146	24.30	2,106	4,213	50,551	30.38	2,633	5,266	63,188
147	24.91	2,159	4,318	51,814	31.14	2,699	5,397	64,768
148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
149	26.17	2,268	4,536	54,438	32.71	2,835	5,671	68,047
150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

Management Salary Range Table

Range #	Minimum Pay Rate				Maximum Pay Rate			
	Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
501	20.00	1,733	3,467	41,600	27.00	2,340	4,680	56,160
502	20.50	1,777	3,553	42,640	27.68	2,399	4,797	57,564
503	21.01	1,821	3,642	43,706	28.37	2,458	4,917	59,003
504	21.54	1,867	3,733	44,799	29.08	2,520	5,040	60,478
505	22.08	1,913	3,827	45,919	29.80	2,583	5,166	61,990
506	22.63	1,961	3,922	47,067	30.55	2,647	5,295	63,540
507	23.19	2,010	4,020	48,243	31.31	2,714	5,427	65,128
508	23.77	2,060	4,121	49,449	32.09	2,782	5,563	66,757
509	24.37	2,112	4,224	50,686	32.90	2,851	5,702	68,426
510	24.98	2,165	4,329	51,953	33.72	2,922	5,845	70,136
511	25.60	2,219	4,438	53,252	34.56	2,995	5,991	71,890
512	26.24	2,274	4,549	54,583	35.43	3,070	6,141	73,687
513	26.90	2,331	4,662	55,947	36.31	3,147	6,294	75,529
514	27.57	2,389	4,779	57,346	37.22	3,226	6,451	77,417
515	28.26	2,449	4,898	58,780	38.15	3,306	6,613	79,353
516	28.97	2,510	5,021	60,249	39.10	3,389	6,778	81,336
517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
518	30.43	2,637	5,275	63,299	41.08	3,561	7,121	85,454
519	31.19	2,703	5,407	64,882	42.11	3,650	7,299	87,590
520	31.97	2,771	5,542	66,504	43.16	3,741	7,482	89,780
521	32.77	2,840	5,681	68,166	44.24	3,834	7,669	92,025
522	33.59	2,911	5,823	69,871	45.35	3,930	7,860	94,325
523	34.43	2,984	5,968	71,617	46.48	4,028	8,057	96,683
524	35.29	3,059	6,117	73,408	47.64	4,129	8,258	99,101

525	36.17	3,135	6,270	75,243	48.84	4,232	8,465	101,578
526	37.08	3,214	6,427	77,124	50.06	4,338	8,676	104,118
527	38.01	3,294	6,588	79,052	51.31	4,447	8,893	106,720
528	38.96	3,376	6,752	81,028	52.59	4,558	9,116	109,388
529	39.93	3,461	6,921	83,054	53.91	4,672	9,344	112,123
530	40.93	3,547	7,094	85,131	55.25	4,789	9,577	114,926
531	41.95	3,636	7,272	87,259	56.63	4,908	9,817	117,799
532	43.00	3,727	7,453	89,440	58.05	5,031	10,062	120,744
533	44.08	3,820	7,640	91,676	59.50	5,157	10,314	123,763
534	45.18	3,915	7,831	93,968	60.99	5,286	10,571	126,857
535	46.31	4,013	8,026	96,317	62.51	5,418	10,836	130,028
536	47.46	4,114	8,227	98,725	64.08	5,553	11,107	133,279
537	48.65	4,216	8,433	101,193	65.68	5,692	11,384	136,611
538	49.87	4,322	8,644	103,723	67.32	5,834	11,669	140,026
539	51.11	4,430	8,860	106,316	69.00	5,980	11,961	143,527
540	52.39	4,541	9,081	108,974	70.73	6,130	12,260	147,115
541	53.70	4,654	9,308	111,699	72.50	6,283	12,566	150,793





Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 5, 2014

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Community Center Expense Report

Recommended Action

Receive and File

Executive Summary

The attached spreadsheet identifies Community Center expenses versus budget for the first quarter of FY 2014-15. Staff will present the findings at the Regular Board meeting on November 5, 2014.

Additionally, in October 2013 Bartle Wells Associates (BWA) conducted a five-year cash flow analysis. That report is attached as a part of this report. Staff has asked BWA to provide an update of the preferred scenario based upon updated figures. Unfortunately, due to BWA staffing logistics, that update was not available as of the date of publication of this agenda, and will be provided prior to the meeting.

Fiscal Impact:

Amount Requested: N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

Community Center Revenue v. Expenditures July- September 2014

October 2013 Bartle Wells Associates Community Center Cash Flow Analysis

AGENDA ITEM: H-2

Community Center Revenue v. Expenditures July- September 2014

	Budget		July 2014-Sept 2014		BvA
40-31-6075 Rental Deposits	\$ -	\$	100.00	\$	100.00
40-31-6690 Swim Team	\$ (32,000.00)	\$	-	\$	32,000.00
40-31-6695 Rentals	\$ (5,000.00)	\$	(3,261.05)	\$	1,738.95
40-31-6996 Community Center Apparel	\$ (100.00)	\$	(85.00)	\$	15.00
40-31-6997 Community Center Food	\$ (500.00)	\$	(740.00)	\$	(240.00)
40-31-6998 Community Center Beverage	\$ (500.00)	\$	(371.50)	\$	128.50
40-31-6999 Community Center Pool Fee	\$ (7,500.00)	\$	(4,711.50)	\$	2,788.50
40-31-5149 Community Center Program Fees	\$ (25,000.00)	\$	(3,900.00)	\$	21,100.00
40-31-5148 Advertising Revenue	\$ (4,500.00)	\$	-	\$	4,500.00
40-31-5152 Facility Rentals	\$ -	\$	-	\$	-
40-31-5150 Community Center Events	\$ (3,000.00)	\$	(28.00)	\$	2,972.00
40-31-5163 TODB Sponsored Events	\$ -	\$	-	\$	-
40-31-6050 Gifts & Contributions	\$ -	\$	-	\$	-
Total Revenue	\$ (78,100.00)	\$	(12,997.05)	\$	65,102.95
40-41-8000 Salary & Wages	\$ 156,518.68	\$	29,805.75	\$	(126,712.93)
40-41-8001 Overtime	\$ -	\$	-	\$	-
40-41-8003 ER Taxes	\$ 17,390.96	\$	3,250.07	\$	(14,140.89)
40-41-8150 Temporary Employees	\$ -	\$	-	\$	-
40-41-8182 Travel & Meetings	\$ 700.00	\$	-	\$	(700.00)
40-41-8197 Train, Meet & Education	\$ 1,500.00	\$	225.00	\$	(1,275.00)
40-41-8210 Dues & Subscriptions	\$ 300.00	\$	-	\$	(300.00)
40-41-8256 Events	\$ -	\$	138.86	\$	138.86
40-41-8271 Consulting Services	\$ -	\$	-	\$	-
40-41-8273 Professional Fees	\$ -	\$	-	\$	-
40-41-8286 Legal - General	\$ 1,500.00	\$	760.50	\$	(739.50)
40-41-8301 Annual Audit Services	\$ -	\$	-	\$	-
40-41-8317 Advertising	\$ 9,000.00	\$	2,398.12	\$	(6,601.88)
40-41-8319 Internet Website	\$ -	\$	-	\$	-
40-41-8361 Telephone - general	\$ 2,000.00	\$	435.69	\$	(1,564.31)
40-41-8362 Telecom - networking	\$ 500.00	\$	160.64	\$	(339.36)
40-41-8363 Telephone - cellular	\$ 1,200.00	\$	51.84	\$	(1,148.16)
40-41-8392 Vehicle & Equipment - Fuel	\$ 100.00	\$	60.34	\$	(39.66)
40-41-8393 Vehicle & Equipment Sup & Rep	\$ -	\$	-	\$	-
40-41-8406 General Repairs	\$ 7,000.00	\$	111.36	\$	(6,888.64)
40-41-8408 Special Equipment	\$ 100.00	\$	-	\$	(100.00)
40-41-8409 Info System - Maintenance	\$ 1,000.00	\$	1,663.37	\$	663.37
40-41-8410 Equipment Maintenance	\$ 800.00	\$	-	\$	(800.00)
40-41-8411 Software Hosting	\$ -	\$	310.96	\$	310.96
40-41-8412 Computer Equipment & Supplies	\$ -	\$	-	\$	-
40-41-8413 Computer Equipment & Supplies	\$ -	\$	-	\$	-
40-41-8414 Equipment Repair	\$ -	\$	-	\$	-
40-41-8415 Computer Software	\$ 3,000.00	\$	410.94	\$	(2,589.06)
40-41-8416 Expensed Equipment	\$ -	\$	-	\$	-
40-41-8421 Cleaning Supplies (household i	\$ -	\$	-	\$	-
40-41-8422 Minor Equipment (furniture <\$1	\$ -	\$	-	\$	-
40-41-8423 Office Furniture	\$ -	\$	-	\$	-
40-41-8424 Postage	\$ 1,500.00	\$	-	\$	(1,500.00)
40-41-8425 Office Supplies	\$ 1,500.00	\$	157.17	\$	(1,342.83)
40-41-8438 Rent & Facility Expense	\$ -	\$	-	\$	-
40-41-8439 Equipment Rental/Leasing	\$ 1,000.00	\$	-	\$	(1,000.00)
40-41-8440 Facility Maintenance - Landsca	\$ 3,000.00	\$	713.34	\$	(2,286.66)
40-41-8441 Building Maintenance	\$ 5,000.00	\$	3,822.96	\$	(1,177.04)
40-41-8451 Insurance - Liability	\$ 3,500.00	\$	-	\$	(3,500.00)
40-41-8452 Insurance - Other	\$ -	\$	-	\$	-
40-41-8453 Insurance - Property	\$ 1,000.00	\$	-	\$	(1,000.00)
40-41-8454 Insurance - Umbrella	\$ -	\$	-	\$	-
40-41-8466 Permits & Fees	\$ 2,000.00	\$	-	\$	(2,000.00)
40-41-8467 Special Expense	\$ -	\$	-	\$	-
40-41-8469 Personal Protective Equipment	\$ 500.00	\$	-	\$	(500.00)
40-41-8481 Utilities/Electrical Cost	\$ 20,000.00	\$	5,627.28	\$	(14,372.72)
40-41-8482 Utilities/Water Cost	\$ 12,000.00	\$	2,435.10	\$	(9,564.90)
40-41-8483 Utilities/Waste Cost	\$ 3,000.00	\$	865.94	\$	(2,134.06)
40-41-8495 Chemicals	\$ 3,000.00	\$	1,297.20	\$	(1,702.80)
40-41-8511 UPS/Courier	\$ -	\$	-	\$	-
40-41-8526 Miscellaneous Bank Charges	\$ 2,000.00	\$	-	\$	(2,000.00)
40-41-8527 Miscellaneous Services & Suppl	\$ 1,000.00	\$	215.30	\$	(784.70)
40-41-8528 Miscellaneous Reimbursable	\$ -	\$	-	\$	-
40-41-8529 Landscape Related Reimbursable	\$ -	\$	-	\$	-
40-41-8530 Unrecoverable Charges	\$ -	\$	-	\$	-
40-41-8532 Miscellaneous	\$ -	\$	-	\$	-
40-41-8533 Bad Debt	\$ -	\$	-	\$	-
40-41-8534 Special Expense	\$ 300.00	\$	46.64	\$	(253.36)
40-41-8535 Credit Memo	\$ 3,500.00	\$	1,169.50	\$	(2,330.50)
40-41-8538 Inspection & Fees	\$ -	\$	-	\$	-
40-41-8539 COGS - Community Center	\$ 200.00	\$	19.72	\$	(180.28)
40-41-8540 Swim Team Expenses	\$ 8,000.00	\$	6,425.73	\$	(1,574.27)
40-41-8541 Food Exp	\$ 400.00	\$	406.20	\$	6.20
40-41-8542 Beverage Exp	\$ 400.00	\$	297.64	\$	(102.36)
40-41-8543 Program Fees	\$ 20,000.00	\$	6,109.80	\$	(13,890.20)
40-41-8548 Inter-governmental Charges	\$ 200.00	\$	-	\$	(200.00)
Total Expenditures	\$ 295,609.64	\$	69,392.96	\$	(226,216.68)



TO: Rick Howard, Town of Discovery Bay Community Services District

FROM: Tom Gaffney and Alison Lechowicz, Bartle Wells Associates

DATE: October 24, 2013

SUBJECT: Community Center Cash Flow Analysis

DRAFT MEMORANDUM

Provided below is a cash flow analysis of the Town of Discovery Bay Community Services District's (District) Community Center. The Community Center is currently operated on a limited basis and the District is evaluating options for expanding operations to better serve the residents.

The following sections describe the revenues, expenses, and financial planning assumptions used in the analysis. This memorandum includes only operating revenues and expenses. BWA understands that the Community Center may have capital outlays in the future and is expecting some grants and capital reimbursements. BWA did not include these capital expenses and revenues in the cash flow projection.

Revenues

The major funding source for the Community Center is the Landscape and Lighting Zone 8 tax assessments which collect about \$460,000 annually. Budgeted for FY2014/15, the Community Center will increase occupancy and programming resulting in increased revenues and less reliance on the tax assessments as a source of funding. New and expanded revenue sources include food sales, facility rental fees, and programming. The District expects increased occupancy with Water and Wastewater staff offices and District Board meetings being hosted at the Community Center in the foreseeable future.

Programming

In calendar year 2014, the District anticipates offering a number of classes, sports, and fitness programs including Zumba, ballroom dancing, yoga, art classes, soccer, tennis, and continued public access to the swimming pool.

The FY2013/14 budget assumed a 5-month operating period spanning from January 1, 2014 to June 30, 2014 (winter/spring period). The District estimates program revenues ranging from \$8,400 to \$19,500 for this period based on low and high participation, respectively.

For FY2014/15 and beyond, the District will offer programming on an annual basis consisting of three 4-month periods (fall, spring, and summer). BWA scaled the District's 5-month programming estimate to a 4-month period. BWA estimates that each period will generate between \$6,400 and \$14,600 in revenues. Assuming moderate (average) participation for each of the three seasonal periods, the District is estimated to collect \$31,400 in FY2014/15. Beyond FY2014/15, BWA estimates programming revenues to increase by 5% per year as the District promotes and advertises the Community Center.

Rentals and Goods Sold

The District estimates revenues of \$4,200 in FY2014/15 from facilities and grounds rentals and goods sold (concessions). BWA estimates that these revenues will increase in the coming years as the Community Center expands operating capacity and increases advertising.

Reimbursements

One other potential revenue source for the Community Center is reimbursements for office space for Water and Wastewater staff and for the hosting of Board of Directors' meetings. BWA estimates a reimbursement of \$50 per meeting and 24 meetings per year. BWA estimates the Water and Wastewater office space reimbursement at \$250 per month based on about 165 square feet of office space rented at a cost of \$1.50 per square foot. The Community Center is also anticipated to collect a utilities reimbursement of \$100 per month. In total, BWA estimates reimbursement revenues of \$5,400 annually.

Expenses

For FY2014/15 under an unconstrained budget, the District estimates operating expenses of \$247,400 for the Community Center reflecting a full year of expenses. Staff salaries and benefit costs are \$142,000 or about 57% of the Community Center budget. Other expenses include repairs, maintenance, facilities upkeep, utilities, and other costs.

Staffing

The FY2014/15 staffing cost of \$142,000 (full time staff, part time staff, and benefits) includes a new employee and extended hours to fully operate the Community Center. Staffing costs are projected to increase by 3% per year to reflect cost of living increases.

Repairs, Maintenance, and Facilities

BWA understands that the District recently conducted a minimal level of capital improvements and that the Community Center is in generally good condition. In the future, major maintenance issues will be conducted as capital outlays. BWA projected facility upkeep costs to remain relatively stable over the next five years assuming the existing building continues to remain in use.

Utilities

The utility expense reflects water, power, and garbage service to the Community Center. These expenses are expected to increase by 4% reflecting approved water rate increases and assumed inflationary increases for power and garbage service.

Training

BWA projects increases of 10% in training costs for the first two years of the cash flow projection. This increase reflects recruiting, training, and retention of volunteers under the expanded operating capacity of the Community Center. Volunteers are a less stable workforce with high turnover rates that can result in high training costs.

Cash Flow Projection

Cash flow projections of the Landscape and Lighting Zone 8 and the Community Center are provided in the following tables. The expenses described in the previous section represent the costs associated with an unconstrained budget with full staffing of the Community Center, referred to as Option 1 and shown in Tables 1A and 1B below. Option 1 also assumes high operating and maintenance costs for Zone 8. As Table 1B shows, the Community Center is projected to operate at a deficit of over \$199,000 per year which will be funded by the Landscape and Lighting Zone 8 tax assessments. At this level of unconstrained funding, the Zone 8 ending fund balance will become negative in FY2016/17.

Option 1 represents a high bookend of potential operating costs for the Community Center and Option 2, presented in Tables 2A and 2B below, represents a constrained budget (low bookend). Option 2 projects lower staffing costs for the Community Center and lower Zone 8 operations and maintenance. Under Option 2, the Community Center deficit is projected at over \$160,000 per year. As Table 2B shows, the constrained budget option can be absorbed by the net revenues of Zone 8.

Option 3 includes full staffing of the Community Center and low operating costs for Zone 8. Under this option, the Community Center is projected to operate at a deficit of over \$199,000 per year. The positive net operating revenues of Zone 8 can absorb the majority of the Community Center deficit with a small portion of the deficit funded by Zone 8 reserves. Option 3 is the preferred option as it provides for a high level of service at the Community Center and does not significantly impact the Zone 8 reserves.

**Table 1A
Unconstrained 5-Year Zone 8 Cash Flow
Town of Discovery Bay Community Services District**

	FY2014/15	FY2015/16	FY2016/17	FY2017/18	FY2018/19
Estimated Starting Fund Balance	\$421,600	\$283,600	\$129,600	(\$43,700)	(\$234,400)
Revenues					
Community Center Revenue	48,000	51,400	53,100	54,800	56,600
Zone 8 Revenue	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>
Total Revenues	508,000	511,400	513,100	514,800	516,600
Expenses					
Community Center O&M Budget	247,400	254,800	263,500	269,900	276,500
Zone 8 O&M Budget	<u>398,600</u>	<u>410,600</u>	<u>422,900</u>	<u>435,600</u>	<u>448,700</u>
Total Expenses	646,000	665,400	686,400	705,500	725,200
Estimated Ending Fund Balance	\$283,600	\$129,600	(\$43,700)	(\$234,400)	(\$443,000)

**Table 1B
Unconstrained 5-Year Community Center Cash Flow
Town of Discovery Bay Community Services District**

	FY2014/15	FY2015/16	FY2016/17	FY2017/18	FY2018/19
Operating Revenues					
Programming (classes)	\$31,400	\$33,000	\$34,700	\$36,400	\$38,200
Facilities Rentals	1,500	2,500	2,500	2,500	2,500
Grounds Rentals	1,500	2,000	2,000	2,000	2,000
Goods Sold	1,200	1,500	1,500	1,500	1,500
Swimming Pool Fees	7,000	7,000	7,000	7,000	7,000
Board of Directors Reimbursement	1,200	1,200	1,200	1,200	1,200
Water and Sewer Reimbursement	3,000	3,000	3,000	3,000	3,000
Utility Reimbursement	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Total Operating Revenues	48,000	51,400	53,100	54,800	56,600
Zone 8 Operating Fund	61,400	49,400	37,100	24,400	11,300
Zone 8 Reserves	138,000	154,000	173,300	190,700	208,600
Operating Expenses					
Full Time Staff Salaries	99,300	102,300	105,400	108,600	111,900
Part Time Staff Salaries	27,700	28,500	29,400	30,300	31,200
Benefits	15,000	15,500	16,000	16,500	17,000
Professional Services	4,200	4,200	4,200	4,200	4,200
Repairs and Maintenance	10,000	10,000	10,000	10,000	10,000
Facilities Expense	12,000	12,000	12,000	12,000	12,000
Utilities	32,500	33,800	35,500	37,300	39,200
Swimming Pool Chemicals	6,000	6,000	6,000	6,000	6,000
Training, communication, advertising	17,700	19,500	22,000	22,000	22,000
Intergovernmental Charges (Tax)	12,000	12,000	12,000	12,000	12,000
Other and misc.	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
Total Operating Expenses	247,400	254,800	263,500	269,900	276,500
Surplus or Deficit	\$0	\$0	\$0	\$0	\$0

**Table 2A
Constrained 5-Year Zone 8 Cash Flow
Town of Discovery Bay Community Services District**

	FY2014/15	FY2015/16	FY2016/17	FY2017/18	FY2018/19
Estimated Starting Fund Balance	\$421,600	\$475,200	\$518,600	\$548,700	\$567,600
Revenues					
Community Center Revenue	48,000	51,400	53,100	54,800	56,600
Zone 8 Revenue	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>
Total Revenues	508,000	511,400	513,100	514,800	516,600
Expenses					
Community Center O&M Budget	208,800	215,000	222,400	227,500	232,800
Zone 8 O&M Budget	<u>245,600</u>	<u>253,000</u>	<u>260,600</u>	<u>268,400</u>	<u>276,500</u>
Total Expenses	454,400	468,000	483,000	495,900	509,300
Estimated Ending Fund Balance	\$475,200	\$518,600	\$548,700	\$567,600	\$574,900

**Table 2B
Constrained 5-Year Community Center Cash Flow
Town of Discovery Bay Community Services District**

	FY2014/15	FY2015/16	FY2016/17	FY2017/18	FY2018/19
Operating Revenues					
Programming (classes)	\$31,400	\$33,000	\$34,700	\$36,400	\$38,200
Facilities Rentals	1,500	2,500	2,500	2,500	2,500
Grounds Rentals	1,500	2,000	2,000	2,000	2,000
Goods Sold	1,200	1,500	1,500	1,500	1,500
Swimming Pool Fees	7,000	7,000	7,000	7,000	7,000
Board of Directors Reimbursement	1,200	1,200	1,200	1,200	1,200
Water and Sewer Reimbursement	3,000	3,000	3,000	3,000	3,000
Utility Reimbursement	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Total Operating Revenues	48,000	51,400	53,100	54,800	56,600
Zone 8 Operating Fund	160,800	163,600	169,300	172,700	176,200
Zone 8 Reserves	0	0	0	0	0
Operating Expenses					
Full Time Staff Salaries	65,700	67,700	69,700	71,800	74,000
Part Time Staff Salaries	27,700	28,500	29,400	30,300	31,200
Benefits	10,000	10,300	10,600	10,900	11,200
Professional Services	4,200	4,200	4,200	4,200	4,200
Repairs and Maintenance	10,000	10,000	10,000	10,000	10,000
Facilities Expense	12,000	12,000	12,000	12,000	12,000
Utilities	32,500	33,800	35,500	37,300	39,200
Swimming Pool Chemicals	6,000	6,000	6,000	6,000	6,000
Training, communication, advertising	17,700	19,500	22,000	22,000	22,000
Intergovernmental Charges (Tax)	12,000	12,000	12,000	12,000	12,000
Other and misc.	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
Total Operating Expenses	208,800	215,000	222,400	227,500	232,800
Surplus or Deficit	\$0	\$0	\$0	\$0	\$0

PREFERRED OPTION**Table 3A****5-Year Zone 8 Cash Flow with Full Staffing****Town of Discovery Bay Community Services District**

	FY2014/15	FY2015/16	FY2016/17	FY2017/18	FY2018/19
Estimated Starting Fund Balance	\$421,600	\$436,600	\$440,200	\$429,200	\$405,700
Revenues					
Community Center Revenue	48,000	51,400	53,100	54,800	56,600
Zone 8 Revenue	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>
Total Revenues	508,000	511,400	513,100	514,800	516,600
Expenses					
Community Center O&M Budget	247,400	254,800	263,500	269,900	276,500
Zone 8 O&M Budget	<u>245,600</u>	<u>253,000</u>	<u>260,600</u>	<u>268,400</u>	<u>276,500</u>
Total Expenses	493,000	507,800	524,100	538,300	553,000
Estimated Ending Fund Balance	\$436,600	\$440,200	\$429,200	\$405,700	\$369,300

PREFERRED OPTION**Table 3B****5-Year Community Center Cash Flow with Full Staffing****Town of Discovery Bay Community Services District**

	FY2014/15	FY2015/16	FY2016/17	FY2017/18	FY2018/19
Operating Revenues					
Programming (classes)	\$31,400	\$33,000	\$34,700	\$36,400	\$38,200
Facilities Rentals	1,500	2,500	2,500	2,500	2,500
Grounds Rentals	1,500	2,000	2,000	2,000	2,000
Goods Sold	1,200	1,500	1,500	1,500	1,500
Swimming Pool Fees	7,000	7,000	7,000	7,000	7,000
Board of Directors Reimbursement	1,200	1,200	1,200	1,200	1,200
Water and Sewer Reimbursement	3,000	3,000	3,000	3,000	3,000
Utility Reimbursement	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Total Operating Revenues	48,000	51,400	53,100	54,800	56,600
Zone 8 Operating Fund	199,400	203,400	199,400	191,600	183,500
Zone 8 Reserves	0	0	11,000	23,500	36,400
Operating Expenses					
Full Time Staff Salaries	99,300	102,300	105,400	108,600	111,900
Part Time Staff Salaries	27,700	28,500	29,400	30,300	31,200
Benefits	15,000	15,500	16,000	16,500	17,000
Professional Services	4,200	4,200	4,200	4,200	4,200
Repairs and Maintenance	10,000	10,000	10,000	10,000	10,000
Facilities Expense	12,000	12,000	12,000	12,000	12,000
Utilities	32,500	33,800	35,500	37,300	39,200
Swimming Pool Chemicals	6,000	6,000	6,000	6,000	6,000
Training, communication, advertising	17,700	19,500	22,000	22,000	22,000
Intergovernmental Charges (Tax)	12,000	12,000	12,000	12,000	12,000
Other and misc.	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
Total Operating Expenses	247,400	254,800	263,500	269,900	276,500
Surplus or Deficit	\$0	\$0	\$0	\$0	\$0



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item I



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item J-1



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item J-2



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item K



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item L



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item M

STATE ROUTE 4 BYPASS AUTHORITY
Antioch - Brentwood - Oakley and Contra Costa County

JOINT EXERCISE OF POWERS AGENCY

July 17, 2014

The regular Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, by Chair Wade Harper at 6:59 P.M.

ROLL CALL

PRESENT: Kevin Romick (Oakley), Robert (Bob) Taylor (Brentwood), and Chair Wade Harper (Antioch)

ABSENT: Mary N. Piepho (Contra Costa County)

STAFF: Dale Dennis, Program Manager

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Director Romick, seconded by Director Taylor, the Authority adopted the Consent Items, as follows, by the following vote:

AYES: Romick, Taylor, Harper

NOES: None

ABSTAIN: None

ABSENT: Piepho

- A. APPROVED minutes of the June 12, 2014 meeting.
- B. ADOPTED Resolution No. 2014/03 determining that the Board will hear Resolutions of Necessity for the Balfour Road Interchange project in east Contra Costa County.

DETERMINATION ITEMS

- A. RECEIVE Status Report on Projects Associated with the Former SR4 Bypass

Program Manager Dale Dennis reported that the projects were moving forward on schedule, the new westbound lanes for Sand Creek Road were almost done and traffic should be switched over to the westbound lanes in September. The next step would be the two eastbound lanes which would be restriped, with final clean-up and completion by the end of November or early December.

BOARDMEMBER COMMENTS

There were no comments from Boardmembers.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

Chair Harper adjourned the meeting of the State Route 4 Bypass Authority at 7:00 P.M. to the next meeting scheduled for Thursday, August 14, 2014.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes

Board of Directors Regular Meeting

Monday September 8, 2014 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS

Greg Cooper
Robert Kenny
Jonathan Michaelson

Joel Bryant-President
Ronald Johansen-Vice President
Cheryl Morgan

Randy Pope
Stephen Smith
Joe Young

CALL TO ORDER: (6:34 P.M.)

PLEDGE OF ALLEGIANCE: (6:35 P.M.)

ROLL CALL: (6:36 P.M.)

Directors Present: Cooper, Johansen, Kenny, Michaelson, Morgan, Pope, Smith,
Young

Director Bryant arrived at 6:48 pm

ORGANIZATION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS: (6:36 P.M.)

Chief Henderson administrated the Oath of Office to Director Pope, who was appointed to the Board of Directors by the City of Oakley

PUBLIC COMMENTS: (6:36 P.M.)

There were four (4) Public Speakers – Meghan Bell, Alex Aliferis, Bob Mankin, and Gil Guerrero

CONSENT CALENDAR: (6:45 P.M.)

C.1 Approve minutes from August 4, 2014 Regular Board of Directors Meeting

Motion by: Director Michaelson to approve Consent Calendar Item C.1

Second by: Director Young

Vote: Motion carried: 8:0:1

Ayes: Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young

Noes:

Absent:

Abstained: Pope

C.2 Approve minutes from September 2, 2014 Special Board of Directors Meeting

Motion by: Director Kenny to approve Consent Calendar Item C.2

Second by: Director Michaelson

Vote: Motion carried: 8:0:1

Ayes: Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young

Noes:

Absent:

Abstained: Pope

DISCUSSION ITEMS

(6:46 P.M.)

D. 1 Replace Open Seat on Finance Committee

Director Cooper is the replacement for the open seat on the Finance Committee.

(6:48 P.M.)

D. 2 Receive Update on Benefit Assessment

- The district is currently in the process of mailing a postcard to each property owner explaining the situation
- The district is currently working on three (3) potential timelines for bringing a revised assessment proposal to the Board for consideration
 1. Calling for a Ballot – October 6, 2014
Ballots in the Mail – October 31,
Public Hearing & Tabulation – December 15, 2014
 2. Calling for a Ballot – November 10, 2014
Ballots in the Mail – November 28, 2014
Public Hearing & Tabulation – January 5, 2015
 3. Calling for a Ballot – February 16, 2015
Ballots in the Mail – March 13, 2015
Public Hearing & Tabulation – April 27, 2015
- Approximately 6000+ ballots have been returned and are unopened; these ballots are currently being held by the vendor True Ballot and will be retained for 2 years.
- The Board discussed (but did not take action on) creation of an Ad-hoc Committee / Working Group to address maintaining accurate data for roadways and hydrants throughout the District.

There were four (4) Public Speakers – Alex Aliferis, Bob Mankin, Vince Wells, and Dean Mereland

(7:27 P.M.)

D. 3 Discuss Timeline for Closure of Fire Station 94 in Knightsen.

Chief Henderson gave an update on the Timeline for the Closure of Fire Station 94 in Knightsen.

There was one (1) Public Speaker – Mark Whitlock

(7:34 P.M.)

D. 4 Receive Operational Update for August 2014

Chief Henderson gave an Operational Update for August 2014

INFORMATIONAL STAFF REPORTS

NONE

DIRECTORS' COMMENTS: (7:40 P.M.)

Director Young - Spoke with Daniel Borenstein of the Contra Costa Times, who said that Chief Henderson is one of the most responsive and knowledgeable agency representatives in the county.

Director Kenny – Thanked the Firefighters, reiterated that the District needs to get out there and tell people what we are doing.

Director Smith – Acknowledged that these are hard times for the district, stated that we need to recognize the administration's hard work, and presented Chief Henderson a poster: "Keep Calm and Carry On."

Director Johansen – Recognized all the hard work the Chief does. Stated that the operational update does not provide the information we need; we need to see actual response times, where in the district incident occurred and where the responding units are coming from. We need to know how often the department is down to zero engines available. We need to share the true impact of the service level; the public needs to know the true impact.

Director Pope – Requested a report with more raw data, such as information that can be run through the CAD system.

Director Michaelson - Thanks all the firefighters for their efforts they put in with the resources they have, especially on the anniversary of the Morgan Fire.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS

NONE

ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTERS: (8:03 P.M.)

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6:
Agency designated representative: Fire Chief and Glenn Berkheimer
Employee Organizations: International Association of Fire Fighters, Local 1230,
AFSCME Local 2700, East County Fire Fighters Association (Reserves), East Contra
Costa Battalion Chiefs Association

REPORT ON THE CLOSED SESSIONS: (8:44 P.M.)

No reportable action was taken.

ADJOURN TO THE SPECIAL BOARD MEETING SCHEDULED: September 22, 2014: (8:45 P.M.)

MOTION BY: Director Bryant to adjourn to the Special Board Meeting scheduled: September 22,
2014

**Byron
Municipal
Advisory
Council
DRAFT**



**Office of Supervisor Mary N. Piepho
Contact: Alicia Nuchols
3361 Walnut Blvd. Suite 140
Brentwood, CA 94513
925-252-4500**

Respectfully submitted by: _____

*The Byron Municipal Advisory Council serves as an advisory body to the
Contra Costa County Board of Supervisors and the County Planning Agency.*

**Record of Actions
Meeting start time: 6:01 p.m.
Thursday, September 18, 2014**

- 1. Meeting called to order by Chair Juarez at 6:01p.m. All members present**
- 2. Public Comment:** Resident Earl Wetzel discussed concerns with Camino Diablo and J237. Resident Elaine Hoyt discussed traffic concerns on Camino Diablo. Resident Ruben Garcia discussed traffic concerns on Camino Diablo. Resident Jack Nix discussed traffic concerns on Camino Diablo. Resident Martha Minastan discussed traffic concerns on Camino Diablo.
- 3. Review of Record of Actions of 8-21-14 meeting:** Discussions regarding items 4c, 4d and 6a. Vice-Chair Larsen made a motion to accept the Record of Actions with a modification to the language on items 4c, 4d and 6a. Second made by Councilmember Lopez. Motion carried 4-0. AYES: Larsen, Lopez, Juarez, Schmit.
- 4. Agency Reports**
 - a) **East Contra Costa Fire Protection District:** No Report.
 - b) **Contra Costa County Sheriff's Department:** No Report.
 - c) **California Highway Patrol:** No Report.
 - d) **Office of Supervisor Mary N. Piepho:** Deputy Chief of Staff Lea Castleberry provided an update on the following items: California Officials Delay Massive Delta Water Tunnel Project; Household Hazardous Waste Collection event hosted by Delta Diablo Sanitation on October 4th; and Tire recycling on September 20th from 9-noon at Holland Riverside Maria in Brentwood; and Delta Protection Commission hosting a Delta Waterway Cleanup on Saturday, September 20th from 9-noon in Discovery Bay at Kellogg Creek; and Department of Conservation and Development looking to fill a vacancy on the Citizen Advisory Committee of the Contra Costa Transportation Authority; and Supervisor Piepho and the Board of Supervisors recognize Suicide Prevention Awareness Month for the month of September.
- 5. Items for Discussion and/or Action**
 - a) **Review the 2014 Biennial Notice for the Conflict of Interest Code** – Chair Juarez requested clarification on section 18730 – Provisions of Conflict of Interest Codes, item (b) (2).
 - b) **Discuss upcoming meeting schedule (November/December)** – Councilmember Lopez made a motion to reschedule the October 16th meeting to October 22nd and combine the November/December meeting date to November 20, 2014. Second made by Vice Chair Larsen. Motion carried 4-0. AYES: Larsen, Lopez, Juarez, Schmit.
- 6. Correspondence Key: R= Received S= Sent**
 - a) **R-8/26/14 Contra Costa Planning Commission Cancellation Notice for August 26, 2014**
 - b) **R-9/3/14 Contra Costa County Zoning Administrator Agenda for September 3, 2014**
 - c) **R-9/9/14 Contra Costa Planning Commission Cancellation Notice for September 9, 2014**
 - d) **R-9/10/14 Contra Costa Local Agency Formation Commission Agenda for September 10, 2014**
 - e) **R-9/15/14 Contra Costa Zoning Administrator Agenda for September 15, 2014**
- 7. Councilmember Comment/Future Agenda Item:
Truck Traffic Concerns on Camino Diablo**
- 8. Adjourned to next meeting scheduled for October 22, 2014**

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item O



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item P